

DLAI 8210.1
AFJI 10-220
AR 95-20
NAVAIRINST 3710.1D

DCMC-AF

26 October, 1999

CONTRACTOR'S FLIGHT AND GROUND OPERATIONS

[This publication has been revised significantly
and must be reviewed in its entirety.]

A. REFERENCES. DLAM 8210.1/AFR 55-22(AFJI 10-220)/AR 95-20/NAVAIRINST 3710.1C, 22 Nov 91, Volumes 1 and 2 superseded.

B. PURPOSE. This Instruction:

1. Supersedes reference A.

2. Establishes requirements for all ground and flight operations involving all contracted work performed on aircraft where the Government has assumed some of the risk of loss for aircraft as well as procedures to be followed by Government Flight Representatives (GFRs). Enclosure 4 establishes policy and procedures to be followed by GFRs and establishes no contractor requirements. Service contracting activities shall include this Instruction and applicable supplements in all contracts involving Government aircraft for which the Government is assuming some of the risk of loss or damage. This Instruction describes the content of the contractor's aircraft ground and flight operations procedures (hereafter identified as Contractor's Procedures) and approval for these Contractor's Procedures. It provides for the delegation of authority for such approvals, regardless of Service affiliation.

C. APPLICABILITY AND SCOPE. This instruction applies to contractors and their personnel whose duties pertain to the operation of any aircraft for which the Government is assuming some of the risk of loss or damage and to all Army, Navy, Air Force, and DLA GFRs. This instruction has been coordinated with and concurred in by the Military Services (hereafter referred to as the Services). References in this instruction to FAA certifications or requirements may be substituted with applicable host nation equivalent certifications or procedures. Recommendations for new policies or procedures should be submitted through channels to HQ DLA, ATTN: DCMC-AF (the Office of Primary Interest (OPI) for this joint military regulation/instruction) for review.

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Changes shall be coordinated with all Services and DLA prior to incorporation into this Instruction. For specific guidance from each DoD Component, contact the following:

HQ DLA: DCMC-AF, 8725 John J. Kingman Rd., Suite 2533 (703) 767-3430
Ft Belvoir, VA 22060-6221

Army: Commander, U.S. Army Material Command (703) 617-9891
ATTN: AMCLG-OP (AVN), 5001 Eisenhower Avenue
Alexandria, VA 22333-0001

Navy: NAVAIRSYSCOM (AIR-09) (301) 757-2246
Patuxent River, MD 20670

Air Force: HQ AFMC/DOO, 4225 Logistics Ave Suite 2 (513) 257-8222
Wright Patterson AFB, OH 45433

D. DEFINITIONS

1. Aircraft. When, by contract, the Government is assuming some of the risk of loss or damage, the term aircraft means:

a. Aircraft to be delivered to the Government under contract (either before or after Government acceptance), including complete aircraft and aircraft in the process of being manufactured, disassembled, or reassembled; provided that an engine, portion of a wing or a wing is attached to a fuselage of the aircraft; or,

b. Aircraft, whether in a state of disassembly or reassembly, furnished by the Government to the contractor under contract, including all property installed, in the process of installation, or temporarily removed.

2. Approving Authority. The commander or designee of one of the following organizations having the administrative responsibility for a particular contractor facility in accordance with the Federal Directory of Contract Administration Services (CAS) Components, found at www.dcmc.hq.dla.mil/CASBOOK/casbook.htm.

- a. Commander, Procuring Activity MACOM.
- b. Commander, Naval Air Systems Command (COMNAVAIRSYSCOM).
- c. Air Force Heads of Contracting Activities (HCA).
- d. Commander, Defense Contract Management Command Contract Administration Office or District Commanders (May not be delegated).

3. Army Nonstandard Aircraft. Any aircraft not listed in AR 700-138, plus aircraft furnished by the contractor (Turnkey operations).

4. Army Standard Aircraft. Those aircraft listed in AR 700-138.

5. Aviation Safety Official (ASO). The individual assigned primary responsibility for developing and administering the contractor's aviation safety program. This individual should be a qualified crewmember who has related aviation safety administration experience.

6. Bailed Aircraft. Any Government-owned aircraft provided to a contractor under a Bailment Agreement for use in conjunction with a specific contractual requirement. Aircraft are usually *bailed* to a contractor to perform Government contract work. Aircraft are usually *leased* to a contractor for the contractor's use.

7. CASC Chief, Flight Operations (FO). This individual is appointed by the approving authority and supervises all assigned GFRs within the CASC. Each District in the Defense Contract Management Command (DCMC) performing CAS should appoint a Chief, FO, to supervise flying and ground operations.

8. Check Flights. Flights to determine compliance with contractual requirements, such as ACFs and FCFs, which include:

- a. Any flight performed to accept or check new aircraft production.
- b. Any flight performed to accept or check accomplishment of depot maintenance, contract maintenance, or modification.
- c. Any flight performed to determine whether an aircraft or its various components are functioning according to predetermined specifications when subjected to the flight environment.
- d. Maintenance Test Flight.
 - (1) Any flight performed to accept or check accomplishment of depot maintenance, contract maintenance, or modification.
 - (2) Flights performed to determine whether aircraft and its various components are functioning according to predetermined specifications while subjected to the flight environment.

9. Crewmember. Any instructor/flight examiner, pilot, copilot, flight engineer, navigator, weapons system operator, bombardier navigator, radar intercept operator, boom operator, crew chief, loadmaster, remote piloted vehicle operator, defensive/offensive system operator, and other flight manual or applicable document handbook identified crewmember when assigned to their respective crew positions to conduct any flight under the contract.

10. Component. The Service Component that is the approving authority as defined above.

11. Contract Administration Office (CAO). The office which performs assigned functions related to the administration of contracts and preaward functions. The focal point is the Administrative Contracting Officer (ACO).

12. Contract Administration Services (CAS). Those actions accomplished in or near a contractor's facility for the benefit of the Government which are necessary to the performance of a contract. Contract administration services include (among others): quality assurance (QA), safety, and flight operations. Federal Acquisition Regulation (FAR) 42.302, Contract Administration Functions, lists these functions.

13. Contract Administration Services Component (CASC). A CAO of DLA or a Service which performs CAS in a designated geographical area or a specific contractor's facility as listed in the Federal Directory of Contract Administration Services (CAS) Components, found at www.dcmc.hq.dla.mil/CASBOOK/casbook.htm.

14. Contractor. Any individual, corporation, or other entity whose personnel may operate aircraft; or perform aircraft maintenance, modification or production; for which the Government assumes at least some contractual liability for loss or damage to the aircraft.

15. Engineering Test Flights.

- a. Subsystem development flights (e.g., autopilot, fire control, bombing/navigation systems).

b. Component development and reliability flights not included under paragraph p. (below).

c. Flights where the aircraft serves as the vehicle carrying the item to be checked (e.g., electronic countermeasure stores, checking a radar system, or firing of a missile).

16. Experimental Test Flights. Flights that are conducted to determine or demonstrate critical operating characteristics of an aircraft. These flights often involve greater than normal risk. These include, but are not limited to:

a. Initial flights of a new mission, type/design or series aircraft, high angle of attack tests, flutter and loads tests, and critical stores separation tests.

b. Flights to determine or expand flight or propulsion system envelopes.

c. Flights to initially determine the performance, flight characteristics, and handling qualities.

d. Flights of experimental and research aircraft.

e. Flights of an aircraft whose flight characteristics may have been altered by configuration changes.

f. Initial flights of the first production aircraft of a new mission, type/design, or series.

g. Initial flights of the first of those aircraft which have undergone "major modification" as determined by the Program Manager.

h. Component development flights where failure of the test component would make the flight hazardous in nature and/or involve greater than normal risk as determined by the Program Manager, with advice from the contractor and GFR.

17. FAR and DoD FAR Supplement (DFARS) References. This manual is issued under the joint authorities of the Administrator of General Services, the Secretary of Defense, and the Administrator for NASA, under the broad policy guidelines of the Administrator for Federal Procurement Policy. It establishes uniform policy and procedures relating to the procurement of supplies and services. The DFARS, issued by the Office of Deputy Assistant Secretary of Defense (Procurement), provides DoD implementation guidance and policies and procedures unique to DoD. The FAR and DFARS are composed of policy guidance for contracting officers and clauses for use in contracts. Policy guidance includes instructions to contracting officers on Government policy and when to use the contract clauses contained in Part 52 of the FAR and Part 252 of the DFARS. Contract clauses set forth agreements between the Government and the contractor. Some of the pertinent clauses that relate to aircraft contracts follow:

a. DFARS 228.306(a)(1), Insurance Under Fixed-Price Contracts.

b. DFARS 288.370-2, Liability.

c. DFARS 252.228-7001, Ground and Flight Risk.

d. DFARS 252.228-7002, Flight Risks.

e. DFARS 252.228-7005, Accident Reporting and Investigating Involving Aircraft, Missiles, and Space Launch Vehicles.

f. FAR 42.1, Interagency Contract Administration and Audit Services.

- g. FAR 42.2, Assignment of Contract Administration.
- h. FAR 42.204, Supporting Contract Administration.
- i. FAR 42.302, Contract administration functions.

18. Flight Operations (FO). Those aircraft operations where intent for flight exists for aircraft which the Government assumes at least some of the risk of loss or damage under the DoD Federal Acquisition Regulation Supplement (DFARS), Part 252.228-7001/7002, Ground and Flight Risk/Flight Risks.

19. Foreign Object (FO). An article or substance alien to the aircraft or assembly that has been allowed to invade the product. Also called Foreign Object Debris (FOD).

20. Foreign Object Damage (FOD). Any damage attributed to a foreign object that may be expressed in physical or economic terms which may or may not degrade the product's required safety and/or performance characteristics. Also Foreign Object Debris (see above).

21. Government Flight Representative (GFR). A rated U. S. Military officer, or Government civilian in an aviation position, to whom the approving authority has delegated responsibility for approval of contractor flights, Contractor's Procedures, crewmembers/ personnel, and ensuring contractor compliance with applicable provisions of this Instruction. Enclosure 4 of this Instruction describes GFR duties.

22. Government-Furnished Equipment (GFE)/Property (GFP). Any Government-owned aircraft part, or Ground Support Equipment (GSE) provided to a contractor for use in conjunction with a specific contractual requirement.

23. Ground Operations. Those aircraft operations, which are not flight operations, for which the Government assumes at least some of the risks of loss or damage under the ground and flight risk clause or flight risk clause of the contract. Specific operations include, but are not limited to, aircraft maintenance, towing, subsystem warm-up/checkout, taxiing, engine run, or other operation of installed engines, and/or propeller(s) or rotor(s), as appropriate; preflight/postflight and operation of associated aerospace ground support equipment to include Aircraft Rescue and Firefighting (ARFF) operations and operation of any Ground Test Vehicle (GTV).

24. Ground Personnel. Personnel designated by the contractor to perform ground operations in support of flight operations, to include aircraft rescue and fire fighting.

25. Hardware Control. A method for control of loose hardware such as nuts, bolts, cotters pins, rivet heads, etc. used to prevent FOD.

26. Leased Aircraft. Any Government-owned aircraft provided to a contractor under a Lease Agreement for use in conjunction with a specific contractor need. Aircraft are usually *leased* to a contractor for the contractor's use. Aircraft are usually *bailed* to a contractor to perform Government contract work. DoD Directive 7230.8, Leases and Demonstrations of DoD Equipment, further clarifies leased aircraft procedures and

requirements.

27. May. Denotes the permissive. However, the words “no person may...” mean that no person is required, authorized, or permitted to do the act described.

28. Mission of Aircraft. Mission is denoted by the first letter when two letters are used to identify type/design aircraft. The first letter is used to identify the normal mission role of the aircraft. Examples of mission/type/design are for reconnaissance aircraft, RF-4C; for tanker aircraft, KC-135; for cargo helicopters, the CH-47.

29. Mixed Crews. Crewmembers and/or noncrewmembers composed of both Government and contractor personnel.

30. Noncrewmember. Personnel, other than crewmembers, designated by the Contractor's Requesting Official (CRO) to perform a function while the aircraft is in flight.

31. Orientation Flight. A flight (usually performed within the local flying area) to familiarize selected personnel with the mission of the aircraft.

32. Production Aircraft. Any aircraft being manufactured for use in the operational inventory, including aircraft produced for a Defense Security Assistance Program (also called Foreign Military Sales (FMS)) or undergoing contractor maintenance or modification.

a. Pre-accepted Aircraft. Any aircraft for which the DD Form 250, Material Inspection and Receiving Report, for a specific contract has not been executed by the Government but for which the Government has assumed some of the risk of loss, destruction, or damage.

b. Accepted Aircraft. Any aircraft for which the DD Form 250 for a specific contract has been fully executed for the Government.

33. Requesting Official. Also known as the Contractor's Requesting Official (CRO), the member of the contractor's first level of management (president, vice president) or appointed designee authorized to sign a “Request for Approval for Qualification Training” or “Request for Approval of Contractor Crewmember” for approval by the GFR.

34. Series Aircraft. The alpha character following the type/design identification letter-number. Series denotes subsequent production or modification of the same type/design aircraft. Examples of type/design/series identification are the F-16A and the F-16C, the KC-135R and the C-135E, or the CH-47C and the CH-47D.

35. Service Guidance. Includes the procuring Service's regulations, instructions, flight manuals, and technical orders which are applicable to the specific ground and flight operations conducted by the contractor as specified in the contract. Service Guidance shall be used as the basis on which Contractor's Procedures are written. In

the development of Contractor's Procedures, the contractor, GFR, and Program Office should work together closely to ensure that the correct, applicable Service Guidance is used.

36. Shall. Denotes the imperative.

37. Should. Indicates a desired, though not required, outcome.

38. Sortie. For record and reporting purposes of this Instruction, a sortie is defined as a flight by one aircraft. A sortie begins when the aircraft begins to move forward on takeoff or takes off vertically from rest at any point of support. It ends after airborne flight when the aircraft returns to the surface and,

- a. The engines are stopped, or
- b. Aircraft has been on the surface for 5 minutes, whichever comes first between (1) and (2), or
- c. Change is made in the pilot in command.

39. Support Flights. These include but are not limited to:

- a. Photographic.
- b. Chase.
- c. Rescue and recovery.
- d. Target or target towing.
- e. Aircraft delivery.
- f. Orientation.
- g. Demonstration flights.
- h. Severe weather evacuation flights.
- i. Cargo and/or personnel transport flights. This includes flights of an emergency nature.
- j. Aircrew evaluation, training, and currency.
- k. Product or mission support flights (including deployments) as directed by the Services.

40. System Program Office (SPO)/Program Office. The office which awards or executes a contract for supplies or services and performs post award functions when these are not assigned to a contract administration office.

41. Tool Control. A method for ensuring accountability of all contractor and or personal tools at the start and finish of each maintenance task. Examples of procedures are: use of shadow boards, canvas layouts with pockets, tool counters, or composite tool kits. The method selected shall be effective in timely identification of lost or missing items.

42. Type/Design Aircraft. The type aircraft refers to the aircraft's functional role and is represented by a letter of the alphabet. The design of an aircraft is designated by a number. Examples of aircraft by type/design are for fighter aircraft, the F-16; for cargo,

the C-135; for attack, the AV-8; for trainers, the T-37; for bombers, the B-1; and for helicopters, the CH-47.

43. Test Aircraft. Any aircraft used for research, development or test and evaluation purposes.

44. Waivers. A waiver is written relief from a specific requirement of this Instruction or other Service guidance. When issued, waivers shall be valid no more than the length of the applicable contract and shall be attached to the Contractor's Procedures.

E. PROCEDURES

1. Contractor's Procedures.

a. Guidance. Contractor's Procedures is a document developed by the contractor and approved by the GFR. The document delineates the procedures contractor personnel shall use while conducting operations affecting Government aircraft or other aircraft for which the Government assumes at least some of the risk of loss. Should a conflict occur between sources of guidance, the following hierarchy shall be used in descending order: the contract, this Instruction, and finally Contractor's Procedures. Contractors with separate functional organizations responsible for Flight and Ground Operations, may divide their Contractor's Procedures into two parts; Flight Operations Procedures (FOPs) and Ground Operations Procedures (GOPs). If the Contractor's Procedures are divided the following applies:

(1) Combined, the FOPs and GOPs shall address all requirements of this Instruction. The Enclosures to this Instruction, Enclosure 2, Flight Operations, and Enclosure 3, Ground Operations, should be addressed in the Contractor's Procedures item by item as appropriate.

(2) Contractor functional organizations are responsible for compliance with this Instruction and the Contractor's Procedures as a whole.

b. Responsibilities. The contractor is responsible for writing, implementing and enforcing their procedures, and for identifying and correcting deficiencies.

c. Preparation. The contractor shall prepare and maintain specific written procedures, separate and distinct from industrial or quality procedures that describe aircraft, ground and flight operations at all operating facilities. If the contractor references existing company procedures, operating instructions, etc., in these procedures, the referenced document(s) shall be made readily available for review and become part of the GFR approval process. The Contractor's Procedures shall:

(1) Provide specific guidance describing activities and requirements of this Instruction and contractual provisions pertaining to safety and ground/flight operations applicable to all aircraft for each specific contractor operation and location.

(2) Describe in detail how the contractor ensures that individuals perform only duties they are qualified and authorized to perform.

(3) Adequately explain all aspects of a given operation. (e.g., identify the office/title of individual responsible, steps taken to accomplish activities, verification procedures, training requirements, and records/documentation required).

d. Use of Service Guidance. Contractors shall base their Contractor's Procedures on Procuring Service guidance as specified in the contract for conducting all aircraft flight and ground operations. The Contractor's Procedures should reference specific Service documents as specified by the applicable contract(s). If Service guidance is not available for a unique aircraft, test program, or flight/ground operation, then the contractor shall recommend procedures similar to Service guidance for a like aircraft and/or operation for GFR approval.

(1) At locations with multiple service contracts, the GFR and contractor may elect to specify general guidance from a single source for basic flight rules, evaluations etc. The contractor is encouraged to develop a common set of Contractor Procedures. This may require the contractor to request common process block changes or waivers.

(2) The GFR, in concert with contractor ground and flight personnel, should ensure that existing Contractor's Procedures are modified, if required, when pertinent service guidance changes. This may require a contract change.

(3) The contractor retains responsibility for all contract requirements subcontracted or delegated to other sources. The Government's acceptance of risk of loss of an aircraft in a subcontractor's facility depends upon the terms and conditions of the contract. When the Government accepts the risk of loss of an aircraft in a subcontractor's facility, the prime contractor has the responsibility for ensuring that the subcontractor has procedures in place to implement the requirements of this Instruction. NOTE: The Ground and Flight Risk Clause (DFARS 252.228-7001) and the Flight Risk Clause (DFARS 252.228-7002) do not automatically flow down to subcontractors unless specifically stated in the contract.

e. Format. Contractor's Procedures should be formatted in the same manner as this Instruction or shall include a cross reference index. All paragraphs (excluding those in Enclosure 4) shall be addressed in sufficient detail to ensure compliance with this Instruction, as applicable.

f. Approval. The contractor shall:

(1) Forward the completed Contractor's Procedures for each location to the cognizant GFR for approval.

(2) Identify a single point of contact to the GFR who has cognizance over the functional organizations involved and who can coordinate approval issues.

(3) Not begin flight or ground operations until the Contractor's Procedures have been approved in writing by the GFR.

(4) Maintain current copies of the approved Contractor's Procedures at each operating location.

g. Changes. All proposed changes shall be submitted to the GFR in writing. Approved changes shall be incorporated into all copies of the Contractor's Procedures.

h. Review requirements. Contractor's shall conduct a review of their Contractor's Procedures at least every 12 months. At the completion of the review recommended changes shall be forwarded to the GFR for approval. The GFR's annual approval shall be attached to the Contractor's Procedures. A signature page in the front of the Contractor's Procedures may serve as the GFR's approval/annual review letter.

i. Deficiencies. The GFR shall notify the contractor if he/she finds deficiencies or inadequacies in Contractor's Procedures. Failure to correct the deficiency, within a

time specified by the GFR, is grounds for withdrawal of the approval of the Contractor's Procedures, contractor flight operations, and/or crewmembers. Flight or ground operations conducted after such withdrawal are deemed operations without the approvals required by applicable clauses of the contract.

j. Noncompliance. Should the GFR discover noncompliance with approved Contractor's Procedures, or that dangerous practices have developed, the GFR shall notify the contractor and ACO. Oral notification by the GFR shall be followed by a formal written statement fully outlining the deficiencies. Failure to comply with approved Contractor's Procedures or continuation of a dangerous practice is unacceptable and therefore an unreasonable condition within the meaning of the clauses of the contract. This is grounds for withdrawal of the Government's assumption of risk for loss or damage to Government aircraft. The Government reserves the right to take such other action as may be necessary to preserve the safety and security of the aircraft.

k. Questions of Interpretation. If there is a difference of interpretation concerning Contractor's Procedures between the GFR, contractor, and/or local ACO, the differences should be raised progressively to the following authorities for resolution: For DLA activities, additional guidance can be received from the District and HQ Chiefs of Flight Operations. For Service activities, contract waiver authority for this regulation.

2. Waiver Procedures.

a. The contractor should request a waiver when specific requirements of this Instruction or applicable Service guidance add cost or complexity to contract accomplishment without increasing safety or reducing Government's risk, or when alternate Contractor's Procedures or requirements can be substituted which provide equivalent levels of safety, proficiency and/or risk mitigation.

b. Waiver requests should detail justifications for the waiver and procedures for mitigating the risk to Government aircraft affected by the waiver. Send all waiver requests to the GFR. The GFR shall forward waiver requests with recommendations to the District Chief of Flight Operations, if applicable, before processing them through the ACO. The ACO shall send the waiver requests to the Waiver Authority and PCO for coordination and approval. Waivers must be in writing. Waiver requests should be processed in a timely manner to insure minimal disruption of flight operations. If granted, the specifics of the deviation shall be included in the Contractor's Procedures.
Waiver authority:

(1) Army - U.S. Army Materiel Command, ATTN: AMCLG-OP (AVN), 5001 Eisenhower Ave., Alexandria, VA 22333-0001.

(2) Air Force - Headquarters Air Force Materiel Command, Director of Operations, 4225 Logistics Ave Suite 2, Wright Patterson AFB, OH 45433-5714.

(3) Navy - Commander, Naval Air Systems Command, AIR-09.

c. The use of Service guidance ensures that contractor flight and ground operation risk levels parallel the risk accepted by the Services. However, since "contractor operations" may not have been considered when Service guidance was developed, minor reasonable deviations may be required and allowed if the risk level would clearly not be affected. The method for seeking deviations from Service guidance is the same as for obtaining a waiver to this Instruction. If granted, the

specifics of the deviation shall be included in the Contractor's Procedures.

3. Aviation Safety Program.

a. Mishap Prevention Program. The contractor shall establish a written mishap prevention program for their flight and/or ground operations which includes the following applicable elements:

(1) Designate an Aviation Safety Official and identify specific duties and responsibilities.

(2) Establish a contractor aviation safety council to promote a program of accident prevention in flight, ground, industrial, and explosive activities as they apply to flight and ground operations. The aviation safety council will accept action items, provide safety expertise, implement changes as required, and operate as a focal point for safety within the company. The council will address company mishaps for trend analysis and recommendations. Members of the council individually will provide a method to interface with their respective company organization/department. These meetings should be held on a regular basis (at least quarterly). Document and distribute minutes of the meetings to appropriate offices and the GFR. The aviation safety council members should include (but are not limited to):

- (a) Safety Manager (Chair)
- (b) Director of Flight Operations/Chief Pilot
- (c) Quality Assurance
- (d) Aviation Safety Official
- (e) Department Heads
- (f) FOD Manager
- (g) Chief of Aircraft Rescue and Fire Fighting
- (h) Environmental/Hazardous Materials Manager
- (i) Aviation Maintenance Manager (contractor)
- (j) GFRs
- (k) Aviation Maintenance Manager (Government)
- (l) Safety Specialist (Government)

(3) Conduct regular flight safety audits or assessments (at least semiannually) which incorporate all aspects of the contractor's flight and ground operations to include flight, ground, maintenance, industrial, and explosive activities. Forward copies of the report, findings and corrective actions to appropriate offices to include the GFR. The following references may be used as guidelines:

- (a) Army - the U.S. Army Safety Center (USASC) Guide to Aviation Resource Management for Aircraft Mishap Prevention;
- (b) Navy - the Naval Safety Center (NAVSAFCEN) 3750 P1 Safety Review Checklist;
- (c) Air Force - AFI 91-202, including Major Command (MAJCOM) supplements.

(4) Make safety publications readily available to all aircrew members.

(5) Conduct a monthly flying safety meeting. The intent of these meetings is to provide a forum for sharing contractor and government information on safety items or issues. Maintain attendance records, a summary of subject matter presented at

meetings, and a method to brief absentees on the subject matter. In cases where the number of contractor flight personnel (i.e. four or less) makes a monthly meeting less effective, with GFR approval, a safety folder, updated monthly, meets this requirement. The contractor shall forward minutes of meetings to the GFR and maintain on file for a minimum of one year.

(6) Establish hazard identification and elimination procedures. As a minimum, the system/methodology should allow any contractor personnel to identify a potential hazard; provide an avenue to communicate this concern to the contractor's safety department for validation and corrective action; and document resolution of the identified hazard.

(7) Establish mishap reporting procedures. The contractor must notify the GFR of any damage to Government aircraft in a timely manner. The contractor shall provide a detailed narrative of the mishap, to include findings, causes, and recommendations/corrective actions. When requested by the Service (via contractual wording), the mishap investigation report should be submitted in the format set forth by the Service Safety Program.

(8) Establish procedures for the handling of "privileged" data. In the performance of the contract the contractor may request and receive from the Service's safety center, access to "privileged" information as defined in DoD 6055.7 and the Services' safety regulations. If mishap related privileged data is to be requested and obtained, handling procedures for the privileged data must be in place. Privileged information is defined in DOD 6055.7 and the Service's safety regulations. Handling procedures must address the following safeguards:

(a) Limitations of company internal distribution to the minimum number of directly concerned safety or operator personnel.

(b) No release of privileged data to third parties.

(c) Training to ensure employee awareness of the sensitivity of privileged information and its restrictions for purposes of exclusive Government benefit only.

b. Premishap Plan. The contractor shall develop a premishap plan which establishes the policies, responsibilities, and actions to be initiated should any aircraft in the custody of the contractor become overdue, or involved in an mishap. As a minimum, this plan shall include the following:

(1) Immediate action checklist to ensure command, control and coordination of the rescue/recovery effort.

(2) A notification plan which includes a current roster of contractor and Government personnel (including duty and non-duty phone numbers) to be notified in the event of an aircraft mishap.

(3) Procedures for contractor and subcontractor cooperation and participation in mishap investigations conducted by the Government.

(4) Provisions for search and rescue procedures.

(5) Procedures for site security and public affairs.

(6) Procedures for the preservation of evidence to include:

Training records.

(a) Aircraft log books, maintenance and servicing records.

(b) Impounding all of the mishap aircraft's fluid servicing equipment and contents.

(c) Collection and impoundment of fluid samples from the mishap aircraft.

c. Medical Procedures. Establish procedures for medical examination of crewmembers, noncrewmembers, passengers, and ground personnel involved in an aircraft mishap. An FAA approved or military flight surgeon medical examination is required for those involved in a physiological incident or when the mishap causes injury to the crewmembers/personnel or causes substantial damage to the aircraft. Crewmembers and non-crewmembers involved in mishaps in which there is a loss of life, an aircraft is destroyed, property damage is expected to exceed \$200,000; five or more personnel are inpatient hospitalized; or any permanent total or partial disability is sustained shall receive toxicological testing. Those individuals whose actions or inactions, in the GFR's or contractor's judgment, may have been factors in the mishap sequence shall receive toxicological testing equal to or better than procuring Service guidance.

d. Aircraft Rescue and Fire Fighting (ARFF) Procedures. Contractors may establish agreements with local civil fire departments and ambulance services. Training of personnel from these units may be required. If ARFF is provided by a third party, a written agreement must be in place that includes all necessary procedures, training, exercises, and inspections. In the absence of any Service contractual requirements, (AFMCI 91-101, NAVAIR 00-80R-14, AR 420-90) the contractor's ARFF program shall contain the following minimums as applicable:

(1) ARFF Training, as applicable. As a minimum, ARFF personnel will undergo the following recurring training (excerpted from NFPA 1003 chapters 3 through 21):

(a) Annual training on aircraft crew & canopy ejection systems (if applicable) sufficient to avoid inadvertent activation during rescue operations.
(b) Monthly training on the use of specialized tools, e.g. The Jaws of Life.
(c) Monthly aircraft familiarization; including the dangers of initiators, rotary actuators, thrusters, explosive squibs, armament systems, destruct systems; location of fuel and oxygen tanks; disabling/disconnecting engines, batteries, and oxygen; forcible entry points; and installation of landing gear pins.

(d) Quarterly self-contained breathing apparatus (SCBA).

(e) Quarterly aircrew extraction exercises (To avoid possible injuries, ARFF personnel are not required to physically remove crewmembers from the aircraft during exercises).

(f) Quarterly ARFF vehicle familiarization and operation.

(g) Quarterly pre-mishap planning for on and off site ARFF response.

(h) Quarterly ARFF tactics, strategy and command & control of ARFF to ensure prompt, efficient, and cohesive response.

(i) Quarterly First Aid and Triage.

(j) Quarterly training in communications techniques and procedures.

(k) Quarterly explosives and munitions hazards during ARFF.

(l) Annual live fire training, if allowed by local environmental laws, or GFR approved alternate training addressing methodologies outlined in NFPA 402M.

(2) ARFF Chief Responsibilities.

(a) Conduct and document regular monthly communication checks with the appropriate local agencies (local police, fire department, ambulance authorities, and the

State Police) to assure that the emergency communication links are current and in working order.

(b) Act as focal point for Fire Protection and Prevention, and ARFF at the contractor's facility.

(c) Ensure ARFF vehicles are maintained and checked on a daily basis.

(3) ARFF Vehicles. Shall be sufficient in number and capacity to effectively conduct aircrew rescue operations commensurate with the type aircraft at the facility and level of flight and ground operations. Should conflicts arise concerning ARFF vehicle design/capacity/ manning, the procuring Service's safety office shall determine if the contractor's ARFF capability meets the intent of this Instruction. AFMCI 91-101, incorporates NFPA and FAA requirements to describe ARFF vehicle design/capacity/manning, and *may serve as a guide* for the contractor and GFR in determining the number and type of ARFF vehicles needed.

F. RESPONSIBILITIES

1. GFRs are responsible for ensuring contractors establish written Contractor's Procedures IAW this Instruction, for all aircraft ground and flight operations for which the Government, by contract, has assumed some or all of the risk of loss. GFRs are bound by this Instruction for all contractor aircrew and flight approvals IAW the Ground and Flight Risk Clause (G&FRC), DFARS 252.228-7001, and/or the Flight Risk Clause (FRC), DFARS 252.228-7002. Further GFR responsibilities are described in Enclosure 4.

2. Contractors are responsible for establishing and enforcing safe and effective written Contractor's Procedures IAW this Instruction, for any and all aircraft ground and flight operations for which the Government, by contract, has assumed some or all of the risk of loss. Contractor operations/flights not falling under the G&FRC or FRC, do not require GFR approval. Contractor aircrew personnel who have not been approved by the GFR for their contract, are not authorize to fly under the G&FRC or FRC. Contractors will ensure all flights under the G&FRC or FRC are approved, in advance, and in writing, by the GFR. Enclosure 4 of this instruction does not contain contractor requirements.

3. Commanders having the administrative responsibility for any contract containing the G&FRC or FRC shall appoint a trained GFR to administer the responsibilities of this Instruction.

G. EFFECTIVE DATE. This publication is effective immediately.

H. INFORMATION REQUIREMENTS. The following forms are referenced and/or required in this instruction.

1. DD Form 250, Material Inspection and Receiving Report
2. DLA Form 644, Request for Flight Approval

3. DD Form 1716, Contract Data Package Recommendation/Deficiency Report
4. DD Form 1821, Contractor Crewmember Record
5. DD Form 2627, Request for Government Approval For Aircrew Qualifications and Training
6. DD Form 2628, Request for Approval of Contractor Crewmember

BY ORDER OF THE DIRECTOR, DEFENSE LOGISTICS AGENCY, AND THE
SECRETARIES OF THE ARMY, THE AIR FORCE, AND THE NAVY

R.B. FREDERICK
Acting, Headquarters Complex Commandant

4 Enclosures

1. Glossary of Acronyms
2. Flight Operations
 - ATT 1 DLA Form 644, Request for Flight Approval
 - ATT 2 DD Form 2627, Request for Government Approval For Aircrew Qualifications and Training
 - ATT 3 DD Form 1821, Contractor Crewmember Record
 - ATT 4 DD Form 2628, Request for Approval of Contractor Crewmember
3. Ground Operations
4. Government Flight Representative Procedures
 - ATT 1 Sample GFR Delegation of Authority Letter
 - ATT 2 Sample Supporting Contract Administration (SCA) Request Format
 - ATT 3 Sample Survey Report
 - ATT 4 Sample Data Sheet

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DLAI 8210.1
AFJI 10-220
AR 95-20
NAVAIRINST 3710.1D

COORDINATION: CAHS, DCMC-O, DCMC, Army (DALO-AV, AMCLG-OP (AVN),
AMCSF-A), Navy (AIR-09), Air Force (HQ AFMC/DOO)

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DLAI 8210.1
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Glossary of Acronyms.

ACBT	Air Combat Training
ACO	Administrative Contracting Officer
ACF	Acceptance Check Flight
ACT	Aircrew Coordination Training
AFJI	Air Force Joint Instruction
AFMC	Air Force Materiel Command
AGE	Aerospace Ground Support Equipment (also, Ground Support Equipment)
AMC	U.S. Army Materiel Command
APT	Aviation Program Team
APU	Auxiliary Power Unit
AR	Army Regulation
ARFF	Aircraft Rescue and Fire Fighting
ASO	Aviation Safety Officer/Official
ATC	Air Traffic Control
BFM	Basic Fighter Maneuvers
CAO	Contract Administration Office
CAS	Contract Administration Services
CASC	Contract Administration Services Component
COMNAVAIRSYSCOM	Commander, Naval Air Systems Command
CRM	Crew/Cockpit Resource Management
CRO	Contractor's Requesting Official
DCMC	Defense Contract Management Command
DCMD	Defense Contract Management District
DES	Directorate for Evaluation and Standardization (Army)
DFARS	DoD Federal Acquisition Regulation Supplement
DLA	Defense Logistics Agency

ENCLOSURE 1

DLAI	Defense Logistics Agency Instruction
DLAM	Defense Logistics Agency Manual
DoD	Department of Defense
FAA	Federal Aviation Administration
FAR	Federal Acquisition Regulation
FCF	Functional Check Flight
FCIF	Flight Crew Information File
FE	Flight Examiner
FO	Flight Operations or Foreign Object
FOD	Foreign Object Debris or Damage
FOP(s)	Flight Operations Procedure(s)
GFR	Government Flight Representative
GOP(s)	Ground Operations Procedure(s)
GSE	Ground Support Equipment (also, Aerospace Ground Support Equipment)
GTV	Ground Test Vehicle
HCA	Heads of Contracting Activities
HQDA	Headquarters, Department of the Army
IE	Instrument Flight Examiner (Army)
IFR	Instrument Flight Rules
IG	Inspector General
IMC	Instrument Meteorological Conditions
IP	Instructor Pilot
MACOM	Major Command (Army)
MAJCOM	Major Command (Air Force)
MDR	Maintenance Deficiency Report
MIL-STD	Military Standard
MOA	Memorandum of Agreement

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MSL	Mean Sea Level
MTP	Maintenance Test Pilot (Army)
NAVSAFECEN	Naval Safety Center
NASA	National Aeronautics and Space Administration
NOTAM	Notice to Airmen
OPI	Office of Primary Interest
PAS	Preaward Survey
PCO	Procuring Contracting Officer
QA	Quality Assurance
QAR	Quality Assurance Representative
SCA	Supporting Contract Administration
SP	Standardization Instructor Pilot (Army)
SPO	System Program Office
SSN	Social Security Number
TECH REP	Technical Representative
TDY	Temporary Duty
TPS	Test Pilot School
USAAVNC	U.S. Army Aviation Center
USASC	U.S. Army Safety Center
VFR	Visual Flight Rules

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Flight Operations

1. Management. This area shall describe:

a. Contractor flight planning area. The contractor shall establish and maintain a flight planning area and provide access to current and sufficient information, including NOTAMs, weather forecasts and advisories, allowing crewmembers to properly plan and participate in flights.

b. Mission profiles. Aircrew members shall prepare specific mission profiles for each flight, and shall forward the profile with the "request for flight approval" to the GFR. These profiles shall detail all planned flight checks and events, to include proficiency training and the specific geographical areas or point-to-point routes to be used. Mission procedures shall make the maximum possible use of ground radar monitoring/advisories, radio communications (status reports at established intervals) or chase aircraft to monitor aircraft position and status.

c. Contractor Flight Approval. The GFR approves all contractor flights. Contractor's Procedures shall delineate the process whereby flight schedules are developed in advance and approvals submitted with sufficient lead time to preclude interruption to either Government or contractor operations.

d. Approved Flights. Flights approved by the GFR must be:

(1) Conducted by current and qualified contractor crewmembers and non crewmembers, in an approved flight area, route, and specified profile.

(2) Performed according to approved mission profile or test plan, and within applicable safety and engineering limitations. Experimental and engineering test flights require a specific test plan.

(3) In accordance with all approved Contractor's Procedures.

(4) Conducted with at least the minimum required and authorized crew for aircraft type, design, series, and test plan/profile.

e. Flight Supervision. Contractor's Procedures shall:

(1) Allow for timely communication between the contractor flight operations facility and the crewmembers in flight while flying in the local area (e.g. contractor radio, phone patch through tower, etc.).

(2) As a minimum, identify the check flight area, supersonic corridor, stereo route profiles and any required/desired Federal Aviation Administration (FAA) coordination.

(3) Identify aircraft maintenance release procedures.

(4) Include record keeping requirements for supersonic flights, if applicable to the type aircraft at the contractor's location; this is commonly referred to as the "supersonic-flight log."

f. Documentation of Certificates, Licenses, and Permits. Contractor's Procedures shall identify the office/title of the individual(s) responsible for ensuring the currency of these documents. A method shall be established to inform the GFR when these documents are renewed or expire or are withdrawn or canceled. Contractors should not submit and GFRs shall not approve crewmembers with non-current certificates, licenses, or permits.

g. Mixed Crew Flights. Contractor procedures must address designation of pilot

in command and crew positions for dual piloted and/or multi place aircraft and flight lead for formation flights. The contractor shall submit DLA Form 644 (Enclosure 2, Attachment 1), or GFR approved equivalent form, which lists by name and position all authorized contractor and Government personnel that shall participate in the flight.

h. Minimum Crew Requirements. Minimum crew requirement for the various types of flight activities shall be addressed by the contractor.

i. Aircrew Duty and Rest Limitations. The crew rest period is the non work period immediately preceding the crew duty period. This period shall be a minimum of 12 hours with at least 8 uninterrupted hours allowed for sleep. The following crew duty period restrictions apply to all contractor crewmembers/noncrewmembers:

(1) The crew duty period begins when an individual reports for work (either flight or administrative duties) and ends when the engines are stopped at the end of a mission or series of missions.

(2) The basic crew duty period shall not exceed 12 consecutive hours. The GFR are authorized to grant extensions to the basic crew duty period of not more than two hours on a case-by case basis.

(3) When flying support flights in dual-piloted aircraft with an operative autopilot installed and used, the maximum crew duty period may be 16 consecutive hours.

(4) Pilots in single-piloted helicopters are limited to a maximum of 6 flying hours in a 12-hour crew duty period.

(5) Use of augmented crews per procuring Service guidance is allowed.

(6) Contractor's Procedures shall address chronic fatigue issues.

j. Other Aircrew Restrictions. The contractor shall establish flight restrictions per Service and/or FAA guidance for contractor flight personnel recovering from the effects of alcohol consumption, medications, diving, etc.

k. Publications. This area shall include:

(1) Flight Crew Information File (FCIF). Each flight operations facility shall maintain an FCIF at a location readily available to crewmembers. Contractor's Procedures shall require crewmembers to read and certify knowledge of the contents of the FCIF initially and whenever there are changes. The FCIF should contain information which affects the safety of aircraft operations and information of a transitory nature that concerns flight operations. When collocated with a Government flight operations activity, the contractor may use the Government FCIF, provided both organizations concur and standardized procedures for use are established. Approved revisions to the Contractor's Procedures shall be included in this file until republished.

(2) The requirement that only current, up-to-date publications be used. Contractor's Procedures shall identify the method and the office/title of the individual responsible for receiving, distributing, and maintaining the currency of technical manuals and checklists. Contractor personnel shall use Government technical manuals and checklists in all flight operations where applicable technical data has been published. The contractor shall obtain military technical manuals, changes, and supplements through Government channels. Where only commercial manuals are available, the contractor is responsible for obtaining them and ensuring that changes and supplements are promptly posted in the basic technical publications. For Federal Aviation Administration (FAA) certified aircraft, the contractor shall maintain all

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applicable Airworthiness Directives and Service Bulletins for review. Locally devised checklists may be used only when such deviation is authorized by the appropriate Procuring Service. Mixed crews (Government and contractor) performing crewmember or maintenance tasks shall use identical checklists.

2. Crewmember/Noncrewmember Approval.

a. Requesting Officials (or Contractor's Requesting Official (CRO)).
Contractor's Procedures shall identify the office/title of individual(s) authorized to request crewmember approval and qualification training and the process for requesting approval. Only contractor designated requesting officials will submit requests to the GFR for crewmember approval or for qualification training. The contractor shall identify (in writing) these officials to the GFR, and will revise the list, as necessary, to ensure currency.

b. Government Approval for Qualification or Upgrade Training. The contractor's requesting official forwards two copies of DD Form 2627, Request for Government Approval for Aircrew Qualification and Training (Enclosure 2, Attachment 2), a résumé, and DD Form 1821 (Enclosure 2, Attachment 3), Contractor Crewmember Record, for approval of training to the GFR. Include a copy of contractor crewmember's proposed qualification training plan/program per paragraph 3. The GFR approves/disapproves the DD Form 2627, files the original and returns the duplicate to the contractor. The contractor shall ensure that crewmembers do not fly or initiate qualification training before receipt of Government approval. Following approval, training must be initiated and completed without delay. Formal training courses offered by the Services may be requested by the contractor and may require reimbursement according to the given contractual agreement.

c. Government Approval for Crewmember Status. The contractor and the GFR shall ensure that only required quantity of crewmembers are authorized and that programs include sufficient flying time for currency in accordance with this Instruction. The GFR shall not approve any crewmember until the Contractor's Procedures have been approved. On completion of qualification training, the contractor's requesting official forwards two copies of DD Forms 2628, Request for Approval of Contractor Crewmember (Enclosure 2, Attachment 4), and DD Form 1821, Contractor Crewmember Record, to the GFR. The GFR indicates action taken and returns a signed copy to the contractor within ten workdays. Contractor crewmembers shall not perform in their aircrew specialties until receipt of Government approval.

d. Contractor Approval for Noncrewmember Status. The contractor's requesting official must issue a list semi-annually of each contractor and subcontractor noncrewmember required to fly in Government aircraft, to the GFR. The contractor's requesting official ensures that each noncrewmember is required and qualified for a specific mission.

e. Termination of Approvals.

(1) Approvals of crewmembers are automatically canceled upon termination of employment, physical disqualification, or suspension/revocation of FAA rating. The contractor shall have procedures for identifying and addressing human factors issues such as substance abuse, personal and family problems, etc., which would preclude

flight duties. The contractor shall notify the GFR of crewmember status changes by the most expeditious means and then immediately follow up in writing.

(2) After completion of an appropriate investigation, the GFR shall withdraw the approvals of crewmembers who have:

(a) Failed to meet the general requirements of basic airmanship or who fail to exercise sound judgment in the conduct of test or other flights.

(b) Exhibited evidence of personal instability or similar undesirable tendencies or have conducted themselves contrary to the Government's interests in promoting safety.

(c) The GFR shall promptly notify the contractor and ACO when an approval is withdrawn. A written statement by the GFR to the contractor must set forth, in detail, the reasons for the action taken.

3. Crewmember Qualification Requirements. This area shall describe:

a. General Qualifications. Minimum qualifications for approval of contractor crewmember, for test and other flight categories, are listed below. Factors such as total experience, currency of experience, experience in similar aircraft, type of flying experience, and other related factors shall be evaluated by the GFR before approving a contractor crewmember. All pilots shall have an FAA Commercial Pilot or Airline Transport Pilot rating and the appropriate category endorsements. Flight engineers shall have an FAA Flight Engineer Certificate and appropriate category endorsement. Contractors may use Service/MAJCOM forms/directives to record individual crewmember records when performing ground and flight operations as approved by the GFR. For non-crewmember requirements see paragraphs 2.d. and 6.a. of this Enclosure.

b. Experimental Test Flights and Associated Experimental Ground Operations.

(1) Pilot. Not less than 1,500 hours first-pilot time, to include 100 hours as first-pilot during engineering and/or acceptance flights listed under the functional flight category. Graduation from a military test pilot school (TPS) is required.

(2) TPS Waiver. When the contractor pilot is not a graduate of a military TPS, the education and experience requirements listed below must be met as a basis of consideration for TPS waiver.

(a) Pilots must have at least 2,000 hours first-pilot time in comparable aircraft (e.g., helicopter, fighter/attack, cargo, or other). Additionally, 200 hours of first-pilot time during engineering flight test and 10 hours during experimental flight test are required.

(b) Education and experience requirements are as follows:

[1] An undergraduate or higher degree in an aerospace related engineering or aerospace related scientific discipline plus 1 year of applicable engineering test flight experience, or,

[2] An undergraduate or higher degree in any other engineering or scientific discipline plus 2 years of applicable engineering test flight experience, or,

[3] Any non-engineering undergraduate or higher degree plus 3 years of applicable engineering test flight experience, or,

[4] No degree, 4 years of applicable engineering test flight experience.

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(3) Flight Engineer. Not less than 1000 flight engineer time to include 500 hours of engineering or experimental flight test in comparable aircraft.

(4) Other crewmembers. All other crewmembers must have 1000 hours in the position they are qualifying in, of which 300 hours must be in the same aircraft category.

c. Engineering Test, Check Flights, and all other flights.

(1) Pilot. The pilot must be qualified in mission, type, design, and if appropriate, series of aircraft. The pilot must have not less than 1,000 hours first-pilot time. In addition,

(a) For fighter, attack, and trainer aircraft, the first pilot time must include 100 hours in the same aircraft type and design.

(b) The first-pilot time for other aircraft must include 300 hours in similar aircraft type.

(2) Copilot. The copilot must have not less than 500 hours first-pilot time and be qualified in mission, type, design, and if appropriate, series aircraft.

(3) Flight Engineer. Not less than 1,000 hours of flight engineer time of which 300 hours must be in the same aircraft category and shall be qualified in the mission, type, design and series of aircraft.

(4) Other crewmembers. All other crewmembers must have 1000 hours in the position they are qualifying in, of which 300 hours must be in the same aircraft category.

(5) Maintenance Test Pilot (MTP) (Army).

(a) Army Standard Aircraft. Contractor pilots who perform Maintenance Test Flights (MTF) on Army Standard Aircraft, which have undergone maintenance, modification, new production or overhaul where follow-up/acceptance MTF is not performed by the Government shall be a graduate of the Army Maintenance Test Pilot Course or complete an equivalency evaluation performed by the United States Army Aviation Center (USAAVNC). For cost savings the preferred method for experienced pilots is for the contractor to submit requests for equivalency evaluation to the GFR who forwards the request through the procuring MACOM Aviation Office to the Commandant, USAAVNC, ATTN: ATZQ-ESO, Fort Rucker, AL 36362-5000. The equivalency evaluation is given by the Directorate of Evaluation & Standardization, USAAVNC, and consists of a maximum of two written examinations, an oral examination, and a flight evaluation. The oral and flight examinations will be given per the appropriate aircraft aircrew training manual. Requests for school quotas in the U.S. Army Maintenance Test Pilot Course should be sent through the same routing as stated above for equivalency training.

(b) Nonstandard Army Aircraft. For nonstandard Army aircraft and contractor-furnished aircraft, maintenance test flights shall be accomplished by pilots designated in writing by the GFR, upon request from the contractor.

d. Contractor Flight Instructor and Flight Examiner Qualifications.

(1) Flight Instructors may be designated by the contractor to provide instruction to contractor crewmembers. Only highly qualified, proficient, and experienced personnel may be selected and trained as instructor crewmembers. These candidates shall meet the evaluation requirements provided by the Services prior to GFR approval on DD form 2628.

(2) Flight Examiners may be designated by the contractor to administer recurring flight evaluations when authorized by the GFR. Only highly qualified instructor personnel may be selected and trained as Flight Examiners. These candidates shall meet the evaluation requirements provided by the Services prior to GFR approval on DD form 2628.

(3) Instrument Flight Examiners (IE), Standardization Instructor Pilots (SP), and Instructor Pilots (IP) (Army). Contractor pilots who administer the Army Aircrew Training Program (ATP) shall meet all Service specific qualification requirements per Army Regulation (AR) 95-1 series.

e. Medical Qualification Requirements.

(1) Crewmembers need a current annual military or FAA class II flight physical.

(2) Flight noncrewmembers need a current annual military or FAA class III flight physical.

4. General Procedures. The following minimum areas shall be addressed:

a. Airfield Operations.

(1) The Contractor's Procedures shall address local airfield operations. If the contractor flight activity is physically located at an operational civil or military airfield, the contractor shall comply with local directives and execute any agreements with the airfield authority required to ensure full compliance with the contract and this Instruction.

(2) Contractor's Procedures shall address qualification and certification requirements for radio operators or tower controllers in accordance with FAA/FCC regulations when these services are provided by the contractor.

b. Weather Requirements. FCF/ACF flights shall be accomplished during day visual meteorological conditions. Service guidance for ceiling/visibility minimums shall be used. In no instance shall the takeoff/landing minimums be less than the following:

(1) All initial FCF/ACFs and subsequent FCF/ACFs involving discrepancies for engine, flight controls, landing gear, or instruments affecting IFR capability:

(a) Bomber, cargo, tanker, patrol, and trainer aircraft: 1,500 feet and 3 miles.

(b) Fighter, attack, and reconnaissance aircraft: 3,000 feet and 3 miles.

(c) Helicopters: 700 feet and 1 mile.

(2) Subsequent FCF/ACF flights:

(a) Bomber, cargo, tanker, patrol, and trainer aircraft: 1,000 feet and 3 miles.

(b) Fighter, attack, and reconnaissance aircraft: 1,000 feet and 3 miles.

(c) Helicopters: 500 feet and 1 mile. Helicopter FCF/ACF flights may be conducted under Special VFR conditions, but in no case with weather less than above. FCF/ACF hover checks may be performed when weather is less than the above, provided visual reference to the ground and obstruction clearance is maintained.

(3) Training flights (including touch-and-go landings): 300 feet and 1 mile.

c. Required daylight operations.

(1) All check flights shall commence no earlier than official sunrise and terminate no later than 30 minutes prior to official sunset.

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(2) Experimental/Engineering flights shall be conducted between official sunrise and sunset unless night operations are specifically required by the test plan/mission.

d. Flight operating limits. Service guidance shall be used for all operating limits. In the absence of Service guidance, maneuvering parameters such as minimum altitudes and operating limits similar to Service requirements for like aircraft missions and events shall be included in the Contractor Procedures.

e. Filing of flight plans. Local procedures for filing of flight plans will be addressed. Flight plans will be filled out and filed in accordance with FAA/host nation regulations.

f. Arming and disarming (if applicable). The Contractor's Procedures will mirror Service, Tech Order, Tech Manual, and any applicable local procedures for arming and disarming procedures.

g. Live fire, laser, and gunnery operations. If conducted, the Contractor's Procedures will mirror Service, Tech Order, Tech Manual, and any applicable local procedures.

h. Night Vision/low light operations. If conducted, the Contractor's Procedures will mirror Service, Tech Order, Tech Manual, and any applicable local procedures.

i. Life Support Equipment. Provide procedures to identify the process and the office/title of the responsible individual(s) and methods to issue, care, inspect, clean, and store equipment.

j. Experimental and Engineering Operations. This area shall address the contractor's specific procedures for experimental tests, engineering tests, and associated ground operations of Government aircraft as separate sections within the Procedures.

k. Emergency Operating Procedures. Provide detailed procedures addressing the appropriate *minimum* items below:

- (1) Radio failure.
- (2) Landing gear malfunctions.
- (3) In-flight fire.
- (4) Barrier and arresting gear engagement.
- (5) Controlled bailout/ejection.
- (6) Jettisoning (fuel, armament, cargo).
- (7) Minimum and emergency fuel procedures.
- (8) Emergency aircraft evacuation.
- (9) Emergency aircraft extraction (hanger/flightline fire).
- (10) Hot brakes.
- (11) Hazardous material.
- (12) Any other aircraft specific emergency procedures (e.g. auto rotation).

l. Passenger Transportation Procedures. This area includes procedures for submitting contractor personnel or other passenger transportation requests, including orientation flights, on Government aircraft through the GFR to the appropriate Military Command for approval. Passengers are restricted from the following types of flights: experimental test flights; initial acceptance, functional check flights, maintenance test, or production check flights.

m. Aircrew and Flight Briefings. Mission/aircraft specific Service briefing guides

shall be used for conducting these briefings. In the absence of such briefing guides, the contractor shall develop briefing guides similar to what the Service uses for like aircraft and missions.

n. Determining Weight and Balance. Contractor's Procedures shall indicate the office/title of the individual(s) responsible for determining aircraft weight and balance or for providing the information required to compute it.

5. Crewmember Training Requirements.

a. Initial Qualification Training. For qualification in mission/type/design and series of aircraft, GFR approval depends on crewmember experience and proficiency equal to the type of flying contemplated or conducted. Initial qualification training shall be per Service guidance in the specific mission, type, design, and if appropriate, series aircraft. Differences in series aircraft and any special equipment or systems should also be addressed during initial training. If provided, the contractor's in-house training program shall be equivalent to the Services'. When aircraft flight simulators exist for the type aircraft being flown, crewmembers shall complete emergency procedures simulator training. The duration of the training session shall be commensurate with Service requirements. When no simulator exists, emergency procedures training shall be accomplished in an actual or mockup cockpit by an instructor. A comprehensive written examination on the applicable mission, type, design, and if appropriate, series of aircraft must be completed. Knowledge of all the aircraft systems, including normal and emergency procedures, must be demonstrated to an instructor pilot. In the absence of a Service defined program or when limited by the contract, the contractor shall recommend an initial qualification program which is similar to programs the Services use for like aircraft to the GFR for approval.

b. Crewmember Currency Requirements.

(1) General Requirements. Currency applies to minimum requirements to maintain qualification in a particular type/design aircraft. Contractor crewmembers shall maintain all applicable currencies required by the procuring Service for each flight operation/event (in which qualification is maintained), in the designated aircraft and crew position. If this guidance doesn't exist, the contractor shall develop and submit a recommended currency program (similar to Service requirements for like aircraft, missions and events) to the GFR for approval. The Contractor's Procedures shall:

(a) Describe the methods used to ensure that aircrews maintain required currencies and don't perform tasks for which they are not current and qualified.

(b) Identify the office/title of the individual responsible for overseeing (1) above.

(c) Publish a table of the specific Service guidance used for currency and recurrency requirements.

(2) Proration. A crewmember performing on a contract for less than a semiannual training period shall accomplish a prorated share of the minimum requirements based on the percentage of the remaining training period. Accomplishment of these currency requirements should be distributed evenly throughout the calendar period to enhance aircrew proficiency.

(3) Contractor pilots designated as IE, SP, or IP, for the administration of the

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Army ATP shall meet the currency requirements per the AR 95 series.

c. Dual Aircraft Qualifications. When circumstances dictate, the GFR may authorize contractor crewmembers to be current and qualified in two aircraft. Contractor crewmembers maintaining dual qualifications shall accomplish a minimum of 50 percent of the currency requirements in each aircraft. Contractor crewmembers who are qualified in other than Government aircraft shall have their records so noted, but approval for such additional qualification shall not be the responsibility of the GFR. Generally, the operation of civil aircraft does not contribute to currency and proficiency requirements for the operation of Government aircraft unless the civil and Government aircraft are similar in handling qualities and have basically the same engineering systems (fuel, electrical, hydraulic, etc.), as determined by the GFR.

d. Night and IMC. There is no requirement for contractor pilots and copilots to fulfill night or instrument requirements, except in those cases where night or instrument flying by contractor personnel is required by contract. Pilots maintaining night flying currency must also maintain instrument currency except in aircraft not certified for instrument flight. Training and currency requirements for night currency and other events shall be accomplished in the contractor's flying program under the provisions of the contract.

e. Special Flight Events. The contractor shall ensure that crewmembers are properly trained in flight operations which require special maneuvers or qualifications; e.g., formation, air refueling, BFM, ACBT, low level, night vision devices, weapons delivery etc. Currency requirements for these operationally oriented flight events shall be Per Service guidance.

f. Periods of Reduced Flight Time Availability. When contractor crewmembers cannot meet training requirements because of low density production or developmental aircraft, the contractor shall develop and submit a recommended alternative training plan for category/design aircraft through the GFR and ACO to the appropriate waiver authority. An example of such a training plan would be to substitute 50 percent of the Service requirements in a similar aircraft or compatible simulator. Such approvals must be obtained for each applicable semiannual period.

g. Recurrency/Requalification. When crewmembers fail to maintain basic aircraft qualification currency they shall not be permitted to fly as crewmembers on Government aircraft except for appropriate recurrency/requalification training. The contractor shall develop and submit a recommended recurrency program (similar to Service requirements for like aircraft, missions and events) to the GFR for approval.

6. Crewmember Ground Training Requirements. The contractor shall develop a ground training program which includes (as a minimum) the requirements of this section. The Contractor's Procedures must assure that aircrews do not fly if training requirements have not been met.

a. Crewmember and noncrewmember requirements.

(1) Altitude Chamber training. Altitude chamber training is required for flight above 18,000 MSL. Refresher training will be accomplished per Service directives. A current military flight physical or FAA medical certificate, as appropriate, must be presented prior to the altitude chamber training. This training may be waived by the

GFR for noncrewmembers required to perform a one-time function.

(2) Physiological training. All crewmembers and noncrewmembers shall receive the appropriate crewmember physiological training (exclusive of altitude chamber). Physiological training for pilots and copilots shall include vertigo simulator and/or other disorientation training to the maximum extent possible. Refresher training will be accomplished per Service directives. This training may be waived by the GFR for noncrewmembers required to perform a one-time function.

(3) Aircraft Egress/Evacuation Training. This training shall cover a review of aircraft emergency equipment and escape procedures. Training shall be tailored to the type(s) of aircraft and crew position in which the individual maintains qualification. The contractor shall ensure that all crewmembers and noncrewmembers receive annual egress training. As appropriate, egress/evacuation training shall address a minimum of the following:

- (a) Egress methods (ground and flight).
- (b) Ejection seat normal and emergency procedures to include automatic modes.
- (c) Seat kit modes of operation and deployment.
- (d) Post ejection checklist items.
- (e) Parachute operation to include malfunctions and landing techniques.
- (f) Fire extinguisher training/refresher.
- (g) Use of smoke masks.

(4) Life Support equipment training. The frequency and content of training shall be tailored to meet minimum requirements of the Procuring Service.

(5) Water Survival Training. Currency is required prior to operating any Government aircraft over open water beyond the gliding distance to land. The frequency and content of training shall be tailored to meet minimum requirements of the Procuring Service. Training shall be given by a qualified life support/survival equipment instructor or by attending a military water survival refresher course. Water survival training shall be tailored to the type(s) of aircraft and crew position(s) for which the individual maintains qualification. This training may be waived by the GFR for noncrewmembers required to perform a one-time function.

(6) Land Survival Training. The frequency and content of training shall be tailored to meet minimum requirements of the Procuring Service.

b. Additional Crewmember requirements. The frequency and content of training shall be tailored to meet minimum requirements of the procuring Service.

(1) Academic Training. Aircrew members shall complete academic refresher training to include self-instruction. As a minimum, this training shall address the following topics (as appropriate): FCF/ACF procedures; aircraft normal and emergency systems/operations; Tech Manual notes, warnings and cautions; flight test areas and procedures; local airfield and ATC procedures; review of the Contractor's Procedures and Service guidance used. This training may be conducted during monthly flying safety meetings.

(2) Emergency Procedures Training. This training may include the use of simulators belonging to either the contractor or the Government. A qualified simulator instructor or IP is required to supervise this training. If a compatible simulator does not exist, an IP may provide this training in a crew station mockup or cockpit.

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(3) Crew/Cockpit Resource Management Training(CRM)/Aircrew Coordination Training (ACT). The contractor shall ensure that all crewmembers receive the CRM/ACT required by Service directives.

(4) Initial Centrifuge Training (Air Force). All crewmembers who fly fighter "type" aircraft must receive G-centrifuge training in accordance with Service instructions.

7. Crewmember Evaluations.

a. Evaluations. Approved contractor crewmembers must be evaluated on their ability to perform assigned duties and designated flight tasks, including operating all the aircraft systems related to their crew position. They must perform assigned aircrew functions safely and effectively. The flight and ground evaluations shall be accomplished in accordance with Service criteria for standardization/evaluation of aircrew members. If a pilot exceeds the currency period for the instrument check, he/she will not fly IFR unsupervised by an IP until the evaluation is satisfactorily completed. Evaluations may be conducted as an integral part of the regularly scheduled flights. The Contractor's Procedures shall:

(1) Describe the methods used to ensure that aircrew evaluations do not lapse.

(2) Identify office/title of individual(s) responsible for monitoring expiration of flight evaluations, performing flight evaluations, and maintaining examinations.

(3) Reference applicable specific Service guidance used for the evaluation program.

b. No-Notice Evaluations. Contractor crewmembers are subject to no-notice flight evaluations. No-notice evaluations may be administered by a Government instructor/evaluator.

c. Flight Evaluators. Flight evaluations shall be administered to the contractor crewmember either by an approved contractor flight evaluator/instructor or by a qualified Government evaluator/instructor, at the direction of the GFR.

d. Contractor pilots designated as IE, SP, or IP for the administration of the Army ATP shall be evaluated annually, by the Directorate of Evaluation and Standardization (DES), USAAVNC, Ft Rucker, AL, or a designated representative.

8. Forms and Records.

a. The Contractor's Procedures shall identify the office/title of individual(s) responsible for monitoring and reviewing all crew/noncrewmembers records. Contractor's Procedures shall outline requirements for completion and submission of DLA Form 644 "Request For Flight Approval", or GFR approved equivalent form. Multiple or extended time period flight approvals may only be issued for operations where: a non-resident GFR maintains the delegation, or under extraordinary circumstances where the GFR may not physically be available for an extended period of time. In this latter case, it shall only be for the minimum time period consistent with mission requirements. In no case shall flight approvals be issued for more than one month. The flight approval request must be completed through block 9a for approval.

Specifically, the following items must be completed in detail:

(1) Block 3 - A by-name listing of all crewmember and noncrewmember personnel, by position, authorized to participate in the flight.

(2) Block 8 - Type of flight, profile, governing directives, test plan, flight release, etc. Include flight area, route of flight, stops, and destination.

(3) Block 9a - Signature of contractor's requesting official who certifies that the flight is in accordance with the flight program authorized by the contract and shall be conducted in accordance with the approved flight operations procedures.

(4) Additionally, the information required in blocks 11-14a shall be forwarded to the GFR upon completion of the flight, including number of sorties/flights, hours flown and significant remarks, for example: if flight was postponed, curtailed, adversely affected, etc.

b. Contractor Crewmember Record. Use DD Form 1821 or Service/MAJCOM forms and directives, to record individual crewmember training, qualifications, flight time and approval to operate Government aircraft.

c. Training Folder. Maintain a training folder on each crew/noncrewmember in training status. This folder serves as a management tool to record training progress and assist in the orderly progression of training. The folder shall contain:

(1) A "Training Recap Table" listing all training required by the upgrade program. This table should fully identify prerequisite events and should allow the instructor to document the date an event was completed.

(2) A record of the grade and date of the current aircraft and aircrew examinations.

(3) Hours, types, and dates of ground schools completed.

(4) Each training and checkout flight numbered with a résumé as to the areas covered, including how the trainee performed during that training period.

d. Records (Crewmember). Maintain a record folder for each crewmember after the completion of training and qualification. Include in the record folder:

(1) A completed training folder as required in paragraph c., above, for at least 1 year.

(2) Copies of GFR crewmember approvals. Include documented records of any completed special training which is needed to perform all maneuvers required to conduct the test, functional/acceptance check flights, and mission profile; e.g., formation, refueling, instrument, night, low level, etc.

(3) Certification of current military flight physical or FAA medical certificate.

(4) Certification of physiological training, altitude chamber, and centrifuge training, when required.

(5) Certification of Life Support, egress and survival training.

(6) A copy of all applicable FAA certificates and records of other qualifications.

(7) Certification of recurring flight evaluations and prerequisite written and oral examinations. A copy of all flight evaluations shall be maintained per Service directives.

(8) Certification of CRM training.

e. Records (Noncrewmember). Maintain a records folder for each noncrewmember that shall include as a minimum:

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- (1) A completed copy of noncrewmember's authorization to fly.
 - (2) Military or FAA medical certification.
 - (3) Certification of training and qualification.
 - (4) Certification of physiological training and altitude chamber, when required.
 - (5) Certification of applicable Life Support, egress and survival training.
- f. Flight Time Records. Maintain a record of each crewmember's flights to include:
- (1) Date and time.
 - (2) Type mission.
 - (3) Aircraft type/design/series.
 - (4) Instrument time (actual, simulated).
 - (5) Night hours.
 - (6) First pilot, co-pilot, instructor pilot, etc. hours.
- g. Access to Records. Crewmember/noncrewmember training folders, flight time records, and record folders shall be available to the GFR and other appropriate Government personnel at the request of the GFR.

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REQUEST FOR FLIGHT APPROVAL				NUMBER (FOR DLA USE ONLY)	
TO: (DLA Activity Approving Flight)			FROM: (Name and Address of Contractor)		
1. PRIME CONTRACT NUMBER UNDER WHICH AIRCRAFT ASSIGNED			2. BAILMENT NUMBER UNDER WHICH AIRCRAFT ASSIGNED (When Applicable)		
3. FLIGHT CREW			4. NON-CREW PERSONNEL		
POSITION	NAME OF PERSON		POSITION	NAME OF PERSON	
5. AIRCRAFT MISSION, DESIGN, SERIES				6. DATE(S) OF FLIGHT(S)	
7. AIRCRAFT SERIAL NUMBER(S)					
8. PURPOSE OF FLIGHT (Statement concerning flight objectives)					
9. I CERTIFY that this flight is in accordance with the flight program authorized by the contract and will be conducted in accordance with the approved flight operations procedures.			9a. SIGNATURE OF CONTRACTOR REPRESENTATIVE AND DATE		
10. GOVERNMENT FLIGHT REPRESENTATIVE ACTION <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED			10a. SIGNATURE OF GOVERNMENT FLIGHT REPRESENTATIVE AND DATE		
11. NUMBER OF FLIGHTS			12. HOURS FLOWN		
13. REMARKS (Enter brief statements as to flight results, trouble encountered during flight, and weather, or other conditions which prevented completion of flight.)					
14. SIGNATURE OF CONTRACTOR REPRESENTATIVE			14a. DATE		

DLA FORM 644, JUN 73 (EG)

EDITION OF MAY 67 OBSOLETE

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REQUEST FOR GOVERNMENT APPROVAL FOR AIRCREW QUALIFICATIONS AND TRAINING				Form Approved OMB NO. 0704-0347 Expires Mar 31, 2000	
The public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operation and Reports (0704-0347), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.					
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THIS ADDRESS. RETURN COMPLETED FORM TO THE GOVERNMENT FLIGHT REPRESENTATIVE.					
PRIVACY ACT STATEMENT					
AUTHORITY: 10 USC 136, 10 USC 2302; DLAI 8210.1; EO 9397. PRINCIPLE PURPOSE(S): Used to monitor and manage individual contract flight and ground personnel records. ROUTINE USE(S): Records from this system may be disclosed to the Federal Aviation Administration (FAA) or any of the blanket routine uses published by the Department of Defense (DoD) or the DoD Component maintaining the records. DISCLOSURE: Voluntary; however, failure to provide the information could result in disapproval to participate in the program.					
1. FROM (Name and Address of Contractor's Requesting Official)			2. TO (Name and Address of Government Flight Representative)		
3. CREWMEMBER NAME (Last, First, Middle Initial)		4. SSN	5. DATE OF BIRTH (YYYYMMDD)		
6. AIRCRAFT	7. CREW POSITION	8. SECURITY CLEARANCE	9. FAA RATING		
10. EDUCATIONAL BACKGROUND					
a. HIGH SCHOOL (1) NAME		(2) LOCATION (Include Zip Code)		(3) DATE COMPLETED (YYYYMM)	
b. COLLEGE(S) OR UNIVERSITY(IES) (1) NAME		(2) LOCATION (Include Zip Code)		(3) DEGREE(S) OBTAINED	
c. FLIGHT SCHOOL (1) NAME		(2) DATE COMPLETED (YYYYMMDD)	d. TEST PILOT SCHOOL (1) NAME		(2) DATE COMPLETED (YYYYMMDD)
e. SPECIAL PROFESSIONAL SCHOOL(S) (List name of school, location, primary subject of study, and date completed) (Use additional sheets if necessary)					
11. HAVE YOU EVER SERVED IN ANY BRANCH OF THE U.S. MILITARY SERVICE? (X one)					
a. BRANCH OF SERVICE		b. SERVICE DATES (YYYYMMDD)		c. LAST LOCATION	
(1) FROM		(2) TO			
d. HIGHEST RANK		e. AERONAUTICAL RATING		f. ARE YOU NOW A MEMBER OF THE RESERVES OR NATIONAL GUARD? (X one)	
		YES (if Yes, specify:)		(1) BRANCH OF SERVICE	
		NO		(2) PRESENT RANK	
12. PROVIDE A RESUME OF EXPERIENCE IN THE FLIGHT TEST FIELD. (Include both engineering and aircrew experience by project, type of aircraft, and hours flown.)					
RESUME ATTACHED. (X if applicable)					
13. FLIGHT CREWMEMBER CERTIFICATION. I certify that I have read and understand all of the contractor's procedures and directives pertinent to the accomplishment of my assigned duty.					
a. TYPED NAME (Last, First, Middle Initial)		b. SIGNATURE			c. DATE SIGNED
14. CONTRACTOR'S REQUESTING OFFICIAL (CRO)					
I have verified the records of the crewmember above and request the he/she be approved for qualification training as a _____ for (Strike out all (crew position) _____ inapplicable) experimental/ engineering/acceptance/production/functional/support flights in _____ type aircraft.					
a. TYPED NAME (Last, First, Middle Initial)		b. SIGNATURE			c. DATE SIGNED
15. GOVERNMENT FLIGHT REPRESENTATIVE (GFR)					
APPROVED		a. TYPED NAME (Last, First, Middle Initial)			b. SIGNATURE
DISAPPROVED					c. DATE SIGNED

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CONTRACTOR CREWMEMBER RECORD							<i>Form Approved OMB No. 0704-88</i>		
<u>PRIVACY ACT STATEMENT</u>									
AUTHORITY:		10 USC 8012.44 USC 3101, and EO 9397, November 1943 (SSN)							
PURPOSE AND USE:		Used to record individual contractor flight crew personnel records and approval to operated Government aircraft. Serves as a record of approval of private contractor personnel who will operate Government Aircraft.							
DISCLOSURE:		Voluntary; however, failure to complete will prevent approval of contractor flight crew members from operating Government aircraft.							
NAME OF CREWMEMBER <i>(First, last, middle initial)</i>				CONTRACTOR REPRESENTATIVE <i>(Name and Address)</i>					
IDENTIFY CREW POSITION									
<input type="checkbox"/> TEST <input type="checkbox"/> SUPPORT									
<input type="checkbox"/> FUNCTIONAL <input type="checkbox"/> OTHER <i>(Specify)</i>									
MISSION, DESIGN AND SERIES AIRCRAFT OR OTHER REQUIREMENT FOR THIS QUALIFICATION				BASE OR LOCATION WHERE QUALIFICATION ACCOMPLISHED					
<input type="checkbox"/> INITIAL QUALIFICATION <input type="checkbox"/> REQUALIFICATION									
SECTION I FLIGHT EXPERIENCE <i>(Time to nearest hour)</i>									
FLYING TIME ABOVE TYPE							TOTAL FLYING TIME		
JET _____ HRS. TURBO PROP _____ HRS. RECIPROCATING _____ HRS. ROTARY _____ HRS.									
MISSION DESIGN AND SERIES AIRCRAFT	PERIOD OF TIME	IP	1ST PILOT				COPILOT	AIRCRAFT COMMANDER	OTHER CREW MEMBER <i>(Specify)</i>
			TOTAL	WX	HOOD	NIGHT			
	LAST 12 MOS								
	LAST 4 YRS								
	TOTAL								
	LAST 12 MOS								
	LAST 4 YRS								
	TOTAL								
	LAST 12 MOS								
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	LAST 12 MOS								
	LAST 4 YRS								
	TOTAL								
	LAST 12 MOS								
	LAST 4 YRS								
	TOTAL								
	LAST 12 MOS								
	LAST 4 YRS								
	TOTAL								

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SECTION II FLIGHT CHECK <i>(Instructor fill in remarks where applicable)</i>				
1. PREFLIGHT INSPECTION AND FORMS		7. IN-FLIGHT EMERGENCY PROCEDURES		
2. EMERGENCY ESCAPE PROCEDURES		8. PRELANDING CHECK, TRAFFIC PATTERN AND LANDINGS		
3. PRESTART COCKPIT PROCEDURES & ENGINE START		9. POSTFLIGHT INSPECTION		
4. COMMUNICATIONS AND TAXI PROCEDURES		10. ACCOMPLISHMENT OF FORMS AND AIRCRAFT SECURITY		
5. PRETAKEOFF COCKPIT CHECK AND ENGINE RUNUP		11. INSTRUMENT PROFICIENCY CHECK		
6. TAKEOFF AND FLIGHT PROCEDURES		12. OTHER <i>(Specify)</i>		
SECTION III ADDITIONAL REQUIREMENTS <i>(fill in where applicable)</i>				
	CHECKED BY	GRADE	DATE AND PLACE	HOURS
13. PHYSICAL EXAMINATION				
14. PHYSIOLOGICAL/ALTITUDE INDOCTRINATION				
15. PRESSURE SUIT TRAINING				
16. PERFORMANCE DATA				
17. GROUND SCHOOL <i>(By Subject)</i>				
AIRCRAFT GENERAL				
AIRCRAFT PREFLIGHT				
ENGINE SYSTEM				
OXYGEN SYSTEM				
AIR CONDITIONING				
PRESURIZATION				
FUEL SYSTEM				
INSTRUMENT SYSTEM				
ELECTRICAL SYSTEM				
HYDRAULIC POWER SYSTEM				
UTILITY SYSTEM				
FLIGHT CONTROL SYSTEM				
AUTO PILOT SYSTEM				
ROTARY SYSTEM				
18. COMMUNICATIONS AND NAVIGATION				
19. AIRCRAFT EMERGENCY PROCEDURES				
20. OTHER REQUIREMENTS AS STATED IN APPROVED CONTRACTOR OPERATING PROCEDURES				
21. Have you ever had an accident (as defined by FAR or military procedures) or physiological reaction (e.g. hypoxia, decompression sickness, hyperventilation, spatial disorientation) as a pilot, or other crewmember? _____ If yes, explain.				
22. Have you ever been charged with a flying violation? If so, state the circumstances.				
23. Remarks. <i>(For additional space use blank sheet.)</i>				

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REQUEST FOR APPROVAL OF CONTRACTOR CREWMEMBER		<i>Form Approved</i> OMB NO. 0704-0347 <i>Expires Mar 31, 2000</i>	
<small>The public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operation and Reports (0704-0347), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</small>			
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THIS ADDRESS. RETURN COMPLETED FORM TO THE GOVERNMENT FLIGHT REPRESENTATIVE.			
1. FROM (Name and Address of Contractor's Requesting Official)		2. TO (Name and Address of Government Flight Representative)	
3. CONTRACTOR'S REQUESTING OFFICIAL (CRO). I have verified the records of (Crewmember's name) _____ and request that he/she be approved As a (crew position) _____ for (Strike out all inapplicable) experimental/engineering/acceptance/production/ functional/support flights in _____ type aircraft.			
a. TYPED NAME (Last, First, Middle Initial)	b. SIGNATURE		c. DATE SIGNED
4. INSTRUCTOR PILOT/FLIGHT EXAMINER (IP/FE) I certify that the crewmember above has satisfactorily flown a proficiency flight check on (Date) _____			
a. TYPED NAME (Last, First, Middle Initial)	b. SIGNATURE		c. DATE SIGNED
5. GOVERNMENT FLIGHT REPRESENTATIVE (GFR)			
APPROVED	a. TYPED NAME (Last, First, Middle Initial)	b. SIGNATURE	c. DATE SIGNED
DISAPPROVED			

DD FORM 2628, JUL 1997 (EG)

PREVIOUS EDITION IS OBSOLETE

Enclosure 3

Ground Operations

1. Management. This section applies to contractor personnel who perform ground operations on aircraft (including UAVs) and those personnel who operate and maintain ground support equipment used in support of aircraft. Contractors perform many ground operations related to aircraft not specifically mentioned in this Instruction, however, all hazardous ground operations performed in, on, and around aircraft must be addressed in the Contractor's Procedures.

2. Ground Personnel Qualification Requirements. Personnel authorized to perform aircraft ground operations require the following:

a. Contractor medical (physical) requirements. All personnel performing ground operations shall receive a physical examination from a licensed physician on a specific periodic basis (not to exceed 5 years) determined by job requirements sufficient in depth to ensure the person is capable of performing the specific operations for which they are certified.

b. Completion of the training, currency and evaluations defined in this Instruction.

3. General Procedures.

a. The contractor shall develop and use written Ground Operations Procedures (GOPs)(the aircraft ground operations portion of the Contractor's Procedures) to ensure that only trained, qualified, and or certified personnel perform all aircraft ground operations. Include procedures for housekeeping, flightline vehicle operation, and selecting, training, testing and certification, of personnel in all normal and emergency operations.

b. As a minimum, develop GOPs to address the following specific ground operations (if performed).

(1) The contractor shall develop a Foreign Object Damage Prevention Program and procedures, which are planned, integrated, and developed in conjunction with Safety, Test, Quality, Maintenance, and Manufacturing offices. The program shall identify program goals and individuals/offices responsible for achieving them. It should address operations such as sweeping of runways, taxiways, and run-up areas; and the process for prevention of FOD during engine test cell activities, flight line maintenance, launch, and recovery. It should stipulate the method of hardware and Tool Control and accountability, and include a requirement to report and investigate FOD incidents. Include a process to identify types of FOD and problem areas, develop and utilize trend data and provide corrective action to prevent recurrence. The contractor shall review the FOD Prevention Program at least semiannually to assure adequacy and compliance. Specific FOD/Tool Control procedures shall address:

(a) Control of hardware, expendable tools and supplies used in, on, and around the aircraft.

(b) Control debris created during maintenance/manufacturing operations (AKA clean as you go).

- (c) Control of personal items.
 - (d) Positive control of all tools taken onboard or used around the aircraft.
 - (e) Methods for establishing tool ownership.
 - (f) Lost tool procedures.
 - (g) Training.
- (2) Powered and non powered aerospace ground support equipment (AGE) operations (e.g., powered: external APUs, hydraulic test stands, etc.; non powered: nitrogen/oxygen servicing carts, lifting devices, aircraft workstands, tow bars, etc.). Procedures shall include AGE maintenance/inspection methods and standards (Service/commercial technical data should be referenced).
- (3) Aircraft weapons, munitions, cartridge activated devices, laser, explosives, and hazardous materials (HAZMAT).
- (4) Aircraft refuel/defuel operations, fuel storage, dispensing equipment (truck/pit), fuel system purging, fuel system maintenance (including confined space procedures), aircraft hangaring procedures/rules for full, partially full, or empty fuel tanks, and lower explosive level (LEL) procedures.
- (5) Aircraft towing procedures including: identification of towing supervisor, pre-briefing, tow crew complement, towing speeds, obstacles, towing in congested areas, signaling, tow vehicle operation, tow bar installation and removal.
- (6) Aircraft marshaling including aircraft taxi clearance distances.
- (7) Aircraft jacking to include identification of jacking supervisor, required personnel, and any other aircraft specific requirements.
- (8) Egress system maintenance of ejection, extraction and explosively operated canopy removal systems.
- (9) Aircraft engine and aircraft APU operation.
- (10) Aircraft taxiing by ground personnel (if permitted).
- (11) Aircraft servicing (other than fuel) including: hydraulic, engine, gearbox, propellers, landing gear struts, accumulators, oxygen (liquid and gaseous), and aircraft tires.
- (12) Storage of oil and lubricants.
- (13) Storage of oxygen, nitrogen and other compressed gases.
- (14) Hydraulic fluid contamination surveillance program for both aircraft and AGE. This shall include hydraulic test equipment used for operational checks of removed components.
- (15) Mooring and tie down procedures.
- (16) Oil analysis program (if applicable).
- (17) Calibration procedures addressing:
- (a) Tools.
 - (b) Gauges.
 - (c) Instruments.
 - (d) Test equipment.
- (18) Weight and balance.
- (19) Tire and wheel maintenance.
- (20) Aircraft cleaning, corrosion prevention/control, paint removal, and painting.
- (21) Welding.

Enclosure 3

(22) Battery handling, recharging, and storage.

(23) Non destructive inspection (NDI).

(24) Prevention of Unauthorized Access or Operation of Government Aircraft.

The Contractor's Procedures shall include a method for early detection and prevention of unauthorized engine run, taxi or flight operations, promote security awareness in flight-line supervisors and employees, and identify responsibilities for preventing unauthorized aircraft movement and preventing access to aircraft by unauthorized personnel.

(25) Severe weather plan. The Contractor's Procedures shall:

(a) Define conditions which constitute severe weather.

(b) Address provisions for obtaining forecasts and disseminating weather information to affected personnel and flight crews.

(c) Detail specific responsibilities for hangaring or evacuation of aircraft as appropriate.

(d) Include an off duty hours notification process in the event that a recall of personnel is required to hanger, tie down or evacuate aircraft.

(e) When prudent, negotiate formal agreements with appropriate military or civil installations. Annual review and verification of these agreements shall be accomplished.

4. Ground Personnel Training Requirements.

a. The contractor shall provide each employee, including subcontractors, comprehensive initial indoctrination training and recurring continuation training sufficient to enable him/her to perform authorized ground operations in a safe and effective manner. Initial and continuation training shall include written and practical exams as applicable.

b. Personnel authorized to operate aircraft systems (pneumatics, hydraulics, electrical, etc.) shall receive training and be certified in each system they shall operate.

c. Ejection or extraction systems. Personnel authorized access to cockpits equipped with ejection or extraction systems and/or explosive operating canopy removal systems shall complete a general familiarization course annually on cockpit safety and the hazards of these installed systems.

d. Engine Operations. Pilot checklists usually differ from ground maintenance engine run checklists and procedures. Therefore, if a pilot is to accomplish a ground maintenance engine run, the contractor shall ensure that the correct checklist and procedures are used. Helicopter ground engine operations shall only be performed by helicopter pilots current and qualified in the type helicopter. The restriction does not apply to helicopter APU operation. Ground personnel who operate aircraft engines, APUs, or taxi aircraft shall be evaluated semiannually and shall annually:

(1) Receive practical instructions in:

(a) Engine/APU start, normal and emergency operations to include all operations limits.

(b) Aircraft radio operations to include requesting assistance in emergencies.

(c) Normal and emergency aircraft brake and steering systems.

- (d) Any other applicable emergency procedures for the given aircraft.
- (2) Receive ground egress/evacuation training as appropriate.
- (3) Pass a written examination, to include applicable bold face/critical action procedures.

5. Ground Personnel Certification, Recertification and Currency Requirements.

a. Certification. Documentation in the employee's training record of successful completion of required initial or recurring continuation training and testing for a specific GOP is the process by which the employee is considered certified.

b. Recertification. If an employee's certification expires, (failure to maintain the recurring training requirements) completion of a recertification course with a qualified instructor shall be completed. If an employee remains uncertified for a six (6) month period, the employee must complete initial certification training.

c. Engine run currency. To be current, operators must perform an engine run at least every 45 days for the engine/type aircraft for which they are certified. Operators may maintain qualifications in several engines, aircraft types or platforms (i.e. test cell vs. cockpit). If the operator has the basic 45 day currency but has not operated from the same platform, engine, or aircraft within the last 45 days, then prior to conducting the engine run the operator shall:

- (1) Review the engine controls unique to the platform or aircraft, as applicable.
- (2) Review the normal operating limits and emergency shut down procedures.
- (3) Document this review in the currency record.

6. Ground Personnel Evaluations.

a. Ground personnel certified to operate aircraft engines, APUs or taxi aircraft shall semi-annually be evaluated by an examiner. These personnel will demonstrate proficiency, including knowledge of Tech Manual warnings, cautions and notes, and emergency procedures to the examiner.

b. Personnel authorized to qualify/certify engine run operators shall be current and qualified in the operation and be approved by the GFR. These engine run qualifiers/certifiers shall receive their annual exam from a Government or contractor engine run qualifier/certifier approved by the GFR. The GFR may restrict qualifier/certifier status and or require use of military qualifiers/certifiers.

7. Records.

a. The contractor shall maintain a training/certification record for each employee authorized to perform GOPs. These records shall document the following:

- (1) Initial, recurring continuation, and recertification training.
- (2) Recurring written examination results.
- (3) Certification status for each GOP the employee is certified to perform.
- (4) Certification of medical examination type and currency as required.
- (5) Certification of engine run 45 day currency and reviews for the appropriate personnel.

Enclosure 3

- (6) Taxi qualifications, if applicable.
 - (7) Certification of evaluations required in section 6., above.
 - (8) Other certifications as appropriate.
- b. The contractor shall make these records available to the GFR and other appropriate Government personnel at the request of the GFR.

Government Flight Representative Procedures

1. GFR Designation. The approving authority designates a GFR for contractor operation locations where the Government has assumed some of the risk of loss for aircraft. The approving authority should also designate an alternate GFR. The contractor shall be provided and shall maintain an informational copy of applicable GFR letters of appointment. Enclosure 4, Attachment 1, shows an example format for a GFR Delegation of Authority letter.

2. GFR General Responsibilities.

a. Contractor's Procedures. The GFR is responsible for surveillance of all contractor aircraft flight and ground operations involving Government aircraft and other aircraft for which the Government assumes at least some of the risk of loss or damage. All flights and Contractor's Procedures for ground operations of installed engines and/or propeller(s), engaging of rotors, taxi, and towing of Government aircraft conducted by the contractor are subject to final approval by the GFR. The contractor shall not conduct any operation without approved procedures. Contractor's Procedures shall be reviewed by the GFR at least every 12 months and within 90 days of a change of the primary GFR. The contractor shall be notified in writing when the review is complete. Deficiencies shall be reported to the contractor and ACO. The GFR shall maintain a record of approval of the Contractor's Procedures. When the contractor is not acting in accordance with Contractor's Procedures, the contract, test plans, this Instruction, other applicable directives, or if safety is jeopardized, the GFR may withdraw approval of the flights, crewmembers, and/or Contractor's Procedures. If the contractor fails to take prompt corrective action on noncompliance, the GFR may recommend revocation of the G&FRC/FRC to the ACO.

b. Contract Administration. Contract administration is performed to assure mission effectiveness, flight safety, and contractor compliance with FAR and DFARS clauses and other specific clauses which are cited in the contract. General procedures regarding contract administration for GFRs are contained in this Instruction. In order to effectively perform their delegated duties and determine the scope of their responsibility, the GFR must achieve a thorough working knowledge of this Instruction and the regulations, manuals, technical orders, and documents referenced in the contract. They must also become thoroughly familiar with the requirements of the contract including annexes and appendices. The GFR, in the role as functional expert, must evaluate contracts and changes to contracts and participate in preaward surveys to ensure that contracts contain appropriate vehicles for adequately performing contractor surveillance and contain referenced standards which protect Government resources while in the custody of the contractor. In the performance of this and other GFR responsibilities, the GFR shall maintain a record of noteworthy observations, discrepancies, recommendations, and contractor corrective actions.

c. Aircraft Risk Clauses/Deficiencies. Some contracts still reference old versions of the Ground and Flight Risk Clause/Flight Risk Clause (G&FRC/FRC) which do not call out this Instruction or have the Instruction intentionally deleted. These situations will require special attention from the GFR. GFRs should work with ACOs

Enclosure 4

and PCOs to ensure that contracts contain the current version of the Risk clauses and this Instruction. If these efforts are unsuccessful, the GFR shall inform the Procuring Services waiver approval authority of the contract and issues involved. In addition to the Risk Clauses, the GFR must be alert during the contract review to detect deficient procedures/omissions which could affect the safety, both ground and flight, of the aircraft. (Examples include: fire protection, special flight test programs, waivers, foreign object damage (FOD) programs, towing procedures, unique aerodrome requirements, tool control programs, engine run procedures, etc.).

d. TDY Support. The GFR shall ensure that TDY military aircrews are briefed on facility aerodrome procedures and applicable Contractor's Procedures and local flight rules. The GFR should also ensure that TDY crews have access to contractor flight planning and briefing facilities. See g., below, for more information on TDY crew flight approval.

e. Experimental Flight Operations. The GFR may need to discuss the flight program and flight profiles with contractor flight operations personnel or a procurement office flight program test officer to clarify the need for flight for certain experimental programs. Such experimental test profiles require a Government approved test plan. Other sources of information, education, and advice on these and other flight test profiles include the flight safety personnel at the U.S. Army Materiel Command (AMCSF-A), Naval Air Systems Command (AIR 8.0H), and Air Force Materiel Command (AFMC/DOO).

f. Teaming. In DLA the GFR along with the Aviation Maintenance Manager and the Safety Specialist make up the Aviation Program Team (APT). The GFR heads the APT. Its purpose is to ensure all aspects of aircraft safety (flight, ground, & industrial) are adequately addressed. In performing their duties, the APT should maintain a close liaison with the other CAS and contractor organization functional offices, particularly the QA and safety activities. If surveillance of a contract reveals problem areas outside the scope of flight operations, ground operations or industrial safety, the GFR should advise the responsible CAS personnel or ACO, as appropriate. Conversely, GFRs should not hesitate to seek advice on matters of safety (ground/explosive) or QA from functional specialists. As team leader, the GFR should coordinate survey findings and observations regarding procedures, and conditions with the QAR, maintenance personnel, and the rest of the APT. Such findings can then be presented to the contractor and ACO through the GFR.

g. Flight Approval. All contractor flights for which the Government is assuming any risk of loss or damage will be approved by the GFR. Normally, flight approvals are requested through the use of DLA Form 644. GFRs may authorize use of a flight approval request form other than the 644. When joint contractor/Government crews fly aircraft under the G&FRC/FRC, the GFR will approve contractor personnel and the flight, while *verifying* Government personnel are properly qualified, current, authorized, and required to participate. Valid aircrew travel orders stating in essence, "*The purpose of the travel is to perform the specific flight operations activity listed on the DLA Form 644 (e.g. FCF, ACF, Test Flight, etc.).*", is considered sufficient validation for the purposes of this paragraph. A letter from the home unit commander, though not required in and by itself, is also considered sufficient validation. At DLA administered contractor facilities authorization for Government crewmembers to fly with the

contractor crewmembers rests with the GFR/CFO. Government acceptance flights flown by TDY military crewmembers shall be performed according to the guidelines and procedures of the CASC component responsible for contract administration.

h. Other Responsibilities. The GFR shall:

(1) Review special interest items (i.e. Quality Deficiency Reports, Corrective Action Requests (CARs), Air Traffic Control (ATC) facilities, maintenance facilities) to identify conditions or trends which have potential impact on flight operations or safety.

(2) Participate with Government QA personnel in the review of safety-of-flight related customer complaints (Maintenance Deficiency Report (MDR), etc.). This review will be of sufficient depth to ensure that both contractor and Government surveillance corrective actions (revisions of procedures, work cards, etc.) resulting from the analysis of these reports are adequate to prevent recurrence of the deficiency.

(3) Perform surveillance of the contractor's mishap investigation effort when an aircraft/aircraft ground mishap occurs, with the assistance of the safety specialist or a CAS flight safety officer, as required.

(4) Review the Contractor's FOD Prevention Program. Approval authority for the contractor's FOD Prevention Program is assigned to the GFR, however, the GFR should obtain recommendations from the entire APT, Quality Assurance Representatives (QARs), and maintenance personnel to adequately assess the entire FOD program prior to approving it.

(5) Maintain records of contractor flight/ground operations. This file will include, as a minimum:

(a) Current Contractor's Procedures with record of approvals.

(b) Approval of contractor flights and mission profiles (retain 1 year).

(c) Current listings of contractor crewmembers.

(d) Flight operations/safety evaluation reports, follow up results, and contractor related correspondence (retain 3 years).

(6) For no-notice evaluations, the GFR should notify the Chief Pilot prior to brief time.

(7) The contractor and the GFR shall ensure that the appropriate number of crewmembers are authorized and that programs include sufficient flying time for currency in accordance with this Instruction. The GFR shall not approve any crewmember until the Contractor's Procedures have been approved.

3. CAS Safety Responsibilities.

a. Delegating Administration Responsibility/Authority. Assignment of a contract to a CAS component listed in the Federal Directory of Contract Administration Services (CAS) Components, found at www.dcmc.hq.dla.mil/CASBOOK/casbook.htm, for administration automatically carries with it the authority to perform all of the normal functions listed in FAR 42.302(a) to the extent that those functions apply to the contract, including surveillance of flight and ground operations and safety requirements. The procuring activity may elect to withhold the assignment of specific CAS functions, or via FAR 42.202, assign additional functions. In these cases, the procuring activity notifies the CAO of the functions withheld or added.

b. Supporting Contract Administration (SCA). When a CAS component requires

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support from another CAS component in administering a portion of the contract, the CAS component commander having cognizance over the contract must request SCA services (FAR 42.204), through the ACO, from a suitable CAS organization. This is done when, for example, contract work is performed at geographically separated locations. The applicable services to be performed will be stated in the request. Copies of necessary contractual documents are provided from the requesting CAS component. When the SCA delegation includes flight and ground operations, the GFRs from the two CAS components should keep each other informed of important activity concerning the contractor. An example SCA delegation format is found in Enclosure 4, Attachment 2.

c. Preaward Survey (PAS). The PAS is an evaluation of a prospective contractor's ability to perform under the specified terms of a contract proposal. It differs in scope from a regular survey in that the determination is whether the contractor "can" comply with the safety requirements of the contract, not "is" the contractor in compliance. The Preaward monitor will provide the GFR with the contract, date, time, and location of the survey as well as the reporting requirements. Written reports should include a clear statement that the contractor is/is not capable of performing work in compliance with contract flight operations and safety requirements. Also include a specific recommendation for award or no award. When an existing contractor is bidding on a new contract and their capabilities are already known, the Preaward monitor may request a desk audit in lieu of a survey. GFRs should still recommend award/no award.

4. Contractor Flight And Ground Operations Surveys/Assessments.

a. Surveys of Flight and Ground Operations. The GFR shall conduct surveys of each designated contractor's flight and ground operations. The survey is conducted to:

(1) Verify contractor conformance with contractual flight and ground operations and flight safety requirements.

(2) Verify the qualification of contractor crewmembers and ground/flight personnel. When circumstances (e.g., aircraft type, flying schedule, etc.) permit, an in-flight evaluation of contractor crewmembers should be accomplished. Flight examiners who are current, qualified, and designated in writing by their flying unit to perform flight evaluations may perform flight evaluations. As an alternative, the GFR may perform an in-flight supervisory flight evaluation of the performance of contractor flight crew members. Flight evaluation findings shall be debriefed to the GFR prior to the formal out briefing. A formal flight evaluation report will be entered into the tested individual's flight records.

b. Survey Guidance. The following guidelines will help ensure a thorough survey:

(1) General. The flight and ground operations/flight safety survey is an onsite evaluation of the effectiveness of the contractor flight and ground operations programs and Contractor's Procedures for protecting Government resources while under the cognizance of the CASC at contractor facilities. Observations determine the adequacy of written Contractor's Procedures, compliance with those procedures, and their effectiveness in protecting Government resources. The intent of the survey is to indicate what management attention is necessary to prevent occurrence/recurrences of

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injury to personnel or damage to Government assets.

(2) Procuring activities' flight safety, Stan Eval, or aircraft maintenance representatives are always invited and encouraged to visit contractor sites in conjunction with GFR surveys.

(3) Frequency of Surveys. The frequency of the surveys must be based upon the degree of risk and magnitude of potential Government loss associated with the types of aircraft flight and ground operations. In addition, the individual contractor's safety history, current level of performance, and complexity of operations must also be considered. The designated GFR is the most knowledgeable judge of these factors and therefore is charged with the responsibility of determining the frequency of the surveys.

(a) Resident GFRs will perform a minimum of one survey every 12 months in addition to their daily surveillance of the contractor.

(b) Nonresident GFRs will determine the survey frequencies after initial fact finding visits to the contractor's facility. The minimum frequency will be one survey every 6 months.

(4) Preparation for Flight and Ground Operations Survey. GFRs should review the following items before beginning the survey:

(a) Contractor's Procedures for currency and validity.

(b) Historical data, including past surveys (e.g., preaward, postaward), Inspector General (IG) reports, and mishap reports. Make a list of items which should be followed up. Note the nature of any problems, the proposed corrective action and responsible office and the anticipated "get well" date. Attempt to locate trends and root causes which may be contributing to the symptoms. Don't overlook findings from other locations which may have application.

(c) Instructions, manuals and regulations. Review waivers to procedures and requirements and review the need for their continued use. The GFR shall review required "Service Guidance" included in the Contractor's Procedures for currency and appropriateness.

(d) The contract, including enclosures and appendices. Verify the inclusion of the appropriate FAR and DFARS clauses and status of any "Contract Data Package Recommendation/Deficiency Report," DD Form 1716, related to flight operations. Determine if flight and ground operations or flight safety requirements peculiar to the facility are addressed by contract.

(5) Notification. Notify the contractor in writing at least 30 days prior and request that the contractor provide a safety manager to accompany the Government team during the survey. GFRs may wish to include a copy of the survey checklist they will be using, to the contractor. Send a copy of notification letter to the CAO commander. (NOTE: When mishap reports, deficiency reports, etc., demonstrate the need for additional evaluations of the contractor's operations, unannounced surveys may be performed.)

(6) Team Composition. Prior to the survey, the GFR will form a qualified team including applicable Flight Operations, Quality, Safety and other appropriate technical personnel to effectively evaluate contractor performance. Letters of invitations to participate will be sent to the procuring Service safety and operations offices as appropriate.

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(7) Conducting the Survey. To ensure the Government team is integrated and areas of responsibility are established a Government-only meeting should be conducted prior to the in brief and out brief with the contractor.

(a) Conduct a formal in brief. A formal in brief with the contractor and Government team provides the setting for the conduct of the survey.

(b) Visit, review, interview, and observe, as necessary. Compare the observations with contract requirements and written Contractor's Procedures. Make notes of outstanding/ exemplary processes and discrepancies for use in the formal report. Cite a specific directive for each discrepancy.

(c) Minor observations or deficiencies may be discussed directly during the progress of the survey or retained as notes for final out briefing. If sufficient confidence is established with supervisory personnel, these items need not appear in the final report. Caution should be exercised to avoid any constructive change allegation. If doubt exists, items should be included in the written report for review by the ACO and formally forwarded to the contractor. Upon discovering a deficiency which is an obvious serious hazard (e.g., smoking while performing fueling operations), immediately notify appropriate contractor supervisory personnel so they can direct immediate hazard correction.

(8) Exit Briefing. Conduct an out-briefing with those who attended the in-briefing.

(9) Reports. Prepare and distribute a written report as follows:

(a) Prepare the survey report using the format at Enclosure 4, Attachment 3, or any appropriate substitute format. Describe the program elements and sub-elements which were observed during the survey. Observations requiring written corrective action and those related to critical safety of flight items should include documentation of facts, reference(s) to the written requirement (i.e., the contract, the Contractor's Procedures, and applicable Tech Orders), and sufficient discussion to convey why the discrepancy must be corrected. Coordinate the final report with the survey team participants.

(b) Attach a facility and flight and ground operations/flight safety program data sheet to the report. This data sheet is a concise summary of the contractor facility and its level of activity. Enclosure 4, Attachment 4, contains an *example* format. It should include the following items of information:

[1] Contractor name and address.

[2] Primary Government and contractor personnel and phone numbers.

[3] Number of Government and contractor crewmembers assigned.

[4] Current contract number(s) that contain the Ground and Flight Risk/Flight Risk Clause.

[5] Contract flight and ground operations clause/ requirement reference(s) and safety clause/requirement reference(s).

[6] Kind(s) of aircraft.

[7] Procuring Service, PCO, ACO.

[8] Quantity of aircraft scheduled by year.

[9] Current issues.

(c) To ensure proper interpretation of contractual requirements, written reports involving contractor operations must be addressed to the ACO for endorsement

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and prompt forwarding to the contractor. The GFR should not send the report directly to the contractor. Information copies should be forwarded to the buying Service Aviation Safety Office by the GFR.

(d) The survey report distribution schedule for contractor operations is as follows:

[1] The GFR provides a report to the CAO Commander and ACO within 10 working days after completion of the survey.

[2] The ACO makes comments and endorses the report to the contractor within 5 working days.

[3] The contractor replies to survey observations within 30 days, unless a specific case warrants other action.

(e) Follow up. Establish a follow up system to monitor the contractor's corrective actions. Provide status report as necessary to the ACO and the CASC commander. When conditions warrant, a follow up survey will be performed, as determined by the GFR.

[LETTERHEAD]

IN REPLY
REFER TO:

[Date]

MEMORANDUM FOR WHOM IT MAY CONCERN

SUBJECT: Government Flight Representative Delegation of Authority

Pursuant to DLAI 8210.1/AFJI 10-220/AR 95-20/NAVAIRINST 3710.1D, Contractor's Flight and Ground Operations, [name/rank] is hereby designated [Alternate, if appropriate] Government Flight Representative (GFR) for [name/location of contractor]. This authority is granted to [name/rank] as an individual, and is not to be redelegated. It is effective only so long as [name/rank] remains in his/her present assignment, unless sooner terminated.

[Name/rank] is delegated full authority to approve contractor crewmembers, flights, and the Contractor's Procedures for aircraft flight and ground operations under his/her jurisdiction for which the Government, by contract, assumes some, or all, of the risk of loss under DFARS 252.228-7001, the Ground and Flight Risk Clause [or DFARS 252.228-7002, the Flight Risk Clause, as appropriate].

Direct any questions concerning this letter to this office, DSN 123-4567, (888) 123-4567.

[Approving Authority]

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Example Supporting Contract
Administration (SCA) Request Format

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[LETTERHEAD]

IN REPLY
REFER TO: [YOUR OFFICE SYMBOL]

[Date]

MEMORANDUM FOR [CAO OR ON-SITE UNIT COMMANDER]

SUBJECT: Supporting Contract Administration (SCA) Request

Request that your command provide supporting contract administration of contractor flight/ground operations under [designate contract number/or program]. Please appoint one or two rated members of your command as Primary/Alternate Government Flight Representative(s) (GFR(s)), to monitor contractor flight and/or ground operations. We ask that acceptance of this SCA request be in writing and include your GFR's(s') names. The officers selected should attend the DCMC administered GFR Training Course prior to assuming GFR contract administration duties.

The newly appointed GFR(s) will ensure contractor compliance for all contractual flight and ground operations, and safety requirements. The GFR(s) will also ensure the contractor complies with the requirements of DLAI 8210.1/AFJI 10-220/AR 95-20/NAVAIRINST 3710.1D, "Contractor's Flight and Ground Operations."

[CAO Commander's Signature Block]

I. EXECUTIVE SUMMARY

A. INTRODUCTION/TEAM MEMBERS

The Flight Operations assessment of [contractor] was accomplished [date]. This assessment fulfills the requirements of DLAI 8210.1/ NAVAIRINST 3710.1/AR 95-20/AFJI 10-220 for conducting an Annual Flight Operations Survey of contractor operations where the Government, by contract, assumes some or all of the risk of loss. The following team members conducted the assessment:

[List team members, duty titles, and office symbols]
[To the maximum extent possible teams should include customers (from program office) and contractor representatives.]

B. PURPOSE

The purpose of the Flight Operations survey/assessment is to thoroughly analyze those contractor ground and flight operations conducted with Government aircraft. The assessment process provides an open forum with the contractor, the program office(s) and the GFR jointly analyzing those operations to determine what steps can be taken to improve overall operations. In conjunction with the assessment, the team examined the Contractor's Procedures, contractual requirements, and ground & aircrew qualifications. The analysis contained in this report provides a tool to manage and lower risk. The goal is to improve the safety and security for all personnel involved and to better protect and conserve Government resources.

This report includes the Executive Summary narrating the teams' observations, and a Facility Data Sheet.

The information herein is to be considered "For Official Use Only" and is not to be distributed outside [the contractor's], owning program offices, or CAS channels.

C. DISCUSSION [Include an overall assessment of the contractor's current flight operations program (procedures and operations) in relation to the requirements of the contract, which will be substantiated and specifically documented in subsequent sections of the report. Address sub-elements of each program in sufficient detail to confirm adequate review by the GFR and provide an adequate overview of the contractor's performance. Include appropriate comments. Site references from the contract for all observation requiring corrective actions.]

1. Safety Program.

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Sample Survey Report

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2. Ground Operations.
 - a. Ground procedures.
 - b. Foreign Object Damage Control Program.
 - c. Training and Certification.
 - d. Engine Run Procedures.
 - e. Corrective Action Requests (CARs).
3. Facility and Property Protection.
 - a. ARFF.
 - b. Facilities and Property.
4. Flight Operations.
 - a. Flight Operation Procedures.
 - b. Flight Environment.
 - c. Flight Crews.
 - d. Flight Hours and Sorties.
 - e. Flight Plans and Approval.
 - f. Deployed Operations.
5. Miscellaneous.
 - a. Contract Provisions/Waivers.
 - b. Host Nation.

D. OBSERVATIONS [Included here are special deficiencies previously noted which warrant management involvement and follow-up action. The GFR may provide recommended courses of action and shall indicate the specific regulation or contractual requirement not complied with, if applicable. If documentation of corrective action is necessary, include specific instructions on a cover letter s to whom and when corrective action reports are required.]

II. OTHER DOCUMENTATION (e.g. Worksheets, Facility Data Sheets, etc., Attached)

[GFR's signature block]

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Sample Data Sheet

[Contractor's name and address]

<i>PRIMARY GOV PERSONNEL</i>	<i>OFFICE</i>	<i>COMM</i>	<i>DSN</i>	<i>FAX</i>
CMDR				
CFO				
GFR				
A/GFR				
AMM				
SS				
ASO				

<i>PRIMARY CTR PERSONNEL</i>	<i>POSITION</i>	<i>COMM</i>	<i>BEEPER</i>	<i>FAX</i>
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CONTRACTOR CREWMEMBERS: [ACFT] PLT: NAV: FE: CC: BM: Other:
[ACFT] PLT: NAV: FE: CC: BM: Other:

GOVERNMENT CREWMEMBERS: [ACFT] PLT: NAV: FE: CC: BM: Other:
[ACFT] PLT: NAV: FE: CC: BM: Other:

**CLAUSE & REQUIREMENT
REFERENCE MATRIX**

CONTRACT NUMBER:	XXXX	XXXX	XXXX	XXXX	XXXX
Ground and Flight Risk, DFAR 252.228-7001					
Flight Risk, DFAR 252.228-7002					
Accident Reporting, DFAR 252.228-7005					
Contractor Flight Ops, DLAI 8210.1					
Tool/FOD Control					
Aircraft Rescue and Fire Fighting					

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Sample Data Sheet

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PROGRAM SUPPORT TEAM OFFICE COMM DSN FAX

PCO
ACO
PM
PI
SAFETY

**CONTRACT NUMBER:
DESCRIPTION:**

**AIRCRAFT TYPE:
NUMBER PER YEAR:**

PROGRAM SUPPORT TEAM OFFICE COMM DSN FAX

PCO
ACO
PM
PI
SAFETY

**CONTRACT NUMBER:
DESCRIPTION:**

**AIRCRAFT TYPE:
NUMBER PER YEAR:**

PROGRAM SUPPORT TEAM OFFICE COMM DSN FAX

PCO
ACO
PM
PI
SAFETY

**CONTRACT NUMBER:
DESCRIPTION:**

**AIRCRAFT TYPE:
NUMBER PER YEAR:**

OTHER PERSONNEL	POSITION	COMM	DSN	FAX
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OTHER IMPORTANT INFORMATION: (email addresses, program status, etc.)